



LIBRARY POLICY

LIBRARY POLICY STATEMENT

The Library shall be available to cater for the needs of students and staff in response to the needs of the CAIE curriculum.

- In keeping with the Mission Statement of the school all students will be given equal opportunity of access and use of the Library to equip students with advanced knowledge and the latest skills in their chosen discipline
- Care will be taken to ensure that stock does not portray negative or stereotyped images pertaining to disability, gender, race, religion and social class.
- The resources in the collection will reflect the linguistic pluralism of the community.
- All students and staff will be given the opportunity to acquire the skills needed to access the facilities of the Library

INTRODUCTION

The Library exists to provide materials for students to learn independently and for staff to draw upon for their teaching. It is there to offer an appropriate range of mixed resources for the curricular and leisure needs of the students. Opportunities are provided for students to gain metacognitive knowledge such that they become effective learners by developing reflective thinking strategies, attitudes and other competencies in a conducive learning environment. In order to actively engage students as lifelong learners, the Library facilitates the existence of a social and physical environment in an effort to make sense of the world and consequent reflection on the connections between the experiences encountered and the information gathered. The Library is there as a learning environment to provide an area for both directed and voluntary study in an appropriate atmosphere available throughout and beyond the school day.

The ability to locate and use information in solving problems, expanding ideas and becoming informed citizens depends on access to adequate library facilities, appropriate resources and qualified personnel. SVKMIS has



accepted its responsibility to recognize a strong positive correlative between libraries and student achievement and strives to maintain an effective library. The Library facilitates and supports the interdisciplinary nature and concurrency of learning in the curriculum. It supports the teaching and learning process so that students can develop the skills necessary to locate, analyze, evaluate, interpret, synthesize, manipulate and communicate information and ideas. The Library policy advocates the Librarian and teachers to form effective partnerships to be supported by administrators such that they share educational standards and practices for philosophy, organization and curriculum that can create and sustain authentic global learning communities. SVKMIS recognizes that they must be commitment to adequate funding and planning periods.

Aims:

1. To promote an atmosphere which is conducive to learning, where all students approach knowledge and skills through a variety of perspectives and connect to areas of learning and contexts in as many ways as possible.
2. To give opportunities for and instruction in information skills and learning skills for students and staff that supports the school curriculum.
3. To communicate an enthusiasm for resources and to foster a delight in reading for pleasure.
4. To provide an appropriate and constantly updated range of mixed resources for curricular needs; exploration beyond the prescribed courses of study and catering for leisure needs; a wide range of students` individual learning styles meeting the needs of all learners.
5. To provide an area for both directed and voluntary study available throughout and beyond the school day.
6. To provide students with equal opportunity to access the Library and use its facilities.
7. To promote resource based learning by
 - Making the students responsible for actively selecting resources (internet, book) that appeal to their personal learning preferences and abilities.
 - The provision of a wide range of materials in a variety of media and the teaching of study and information skills so that students should learn how to learn, how to analyze and how to reach considered conclusions.
8. To stimulate intercultural awareness through the provision of materials reflecting a variety of cultures and languages



9. To encourage and promote a lifelong love of reading, thus contributing to personal, social and educational growth beyond the confines of the curriculum
10. To promote the professional development of staff through the provision of educational resources

Objectives:

1. Students will have the opportunity to work in a supervised area where they will receive help from the Library staff.
2. Students will use the Library to support their studies. The use of the Library should be fully integrated into the educational programme. This integration strengthens the teaching and learning process so that students can develop the vital skills necessary to locate, analyze, evaluate, interpret and communicate information and ideas.
3. Students will be given the opportunity and encouragement to select books for reading for 'pleasure', create book displays and participate in Book Weeks and Book reading weeks hosted by the school for the entire school community including students, teachers, parents and the management.
4. Departments will be invited to place orders with the Library to support curricular needs.
5. The Library will support a strong Reference section.
6. The students will have equal access to the Library facilities.
7. All school resources will be centrally located on the Library database to make access of information more effective in the school.
8. The library works with and supports faculty in enhancing curriculum development and delivery. It supports students by encouraging a learner- centered inquiry approach focusing on questioning, critical thinking and problem solving.
9. The library will also provide information on higher education opportunities and universities.



Library Selection Policy

Statement of purpose

At SVKM International School we offer a challenging curriculum at all levels to all students. This curriculum must be supported by high quality resources in the classrooms and Library. With an effective learning environment based on the CAIE learner attributes, the learning of bodies of knowledge and the mastery of skills, the development of attitudes and dispositions should occur within a context that is relevant and meaningful to students themselves, to their communities, their local environment and the world. All students at SVKMIS should have access to the best resources in a variety of media, and in particular to the best literature in all genres, for at every level of our curriculum, we strive to inculcate in our students an appreciation for literature and a love of reading. It is our goal to make life-long readers and learners of every student at SVKMIS.

Resource selection philosophy

1. At SVKMIS we select only the best resources for our classrooms and library in order to build up a basic collection of quality resources. We strive to develop a balanced collection of authentic resources that engage interest and challenge students of all backgrounds and levels of ability.
2. We select resources that use rich, authentic and stimulating language and build a collection that reflects a variety of kinds of language in a variety of voices, styles and genres.
3. We select resources written by authors from a variety of cultures and backgrounds in order to foster the international and multicultural awareness to which our school is committed.
4. We select resources that challenge stereotypes of individuals and groups and encourage critical thinking in our students. We ensure that our students' cultures are reflected positively in our collection.
5. We select resources that develop the topics and themes in our curriculum, and use the Cambridge planning documents in our choice of materials.
6. We select resources that are appropriate for all the levels of ability of our students, so that they may all have access to quality resources that contribute to their development as thinkers and readers. When selecting resources, we take into particular consideration the needs of second language learners and students with special needs.



7. We facilitate, as much as possible, access to resources in our students' home languages, as we believe that the maintenance and development of students' home languages are of utmost importance to their literacy in English.
8. We apply our selection criteria to all resources purchased by or for our school and to all materials donated to our school.
9. We regularly review and update our collection.

Resource selection criteria

Staff members involved in the selection of resource materials use the following criteria as a guide:

- educational significance
- contribution the subject matter makes to the instructional program
- appeal to the interests of the students and staff
- appropriateness to reading level and understanding of students
- contribution to a range of media, genres, voices and styles in the collection
- favourable reviews found in standard selection sources
- favourable recommendations from professional personnel
- reputation and significance of author, produce and/or publisher
- validity, up – to – date and appropriateness of material
- high degree of appeal to use
- literary, artistic and/or aesthetic value
- accuracy and clarity of information presented
- contribution the material makes to the breadth of representative viewpoints on controversial issues
- value commensurate with cost and/or need
- timeliness or permanence
- integrity



Size

The library comfortably accommodates 100 students in the main area and 20 students in the discussion area. It has separate seating for 10 faculty members. Reading section is a silent area as an enclosed section of the library is reserved for discussion and group work. In addition there is an independent computer lab where all computers in the library are equipped with access to internet.

Accommodation, Space and Environment:

Enough space is allocated to the library to allow for stock growth, whole class work and individual study in addition to facilities like work surface for computers, photocopier etc.

Besides being conducive to academic work, the environment is friendly, stimulating and comfortable which will encourage reading for information and reading for pleasure.

Administration:

- A qualified Librarian, preferably a post graduate in Library Sciences is recruited to manage the library. He/She is oriented by the Head Librarian of SVKM.
- Librarian designs and implements plans for efficient management of library systems. He/She also assesses performance; evaluates library service and plans amendments and transformations as and when necessary.
- A stock inventory is conducted every year. Teacher as well as student suggestions are collected every six months towards replenishment of resources



Budget

- Initial arrangement of INR 5 lacs had been made to start up the library. Following formula is used to determine the annual budget for the library
(10% annual replacement x average book price X) + (10% growth x average book price)
- Careful management of the resources is done to reduce replacement levels allowing increased expenditure on growth. Stock renewal of 5 – 10% annually is budgeted for damage, age and loss.

Procurement and Organization of Resources:

- Library continues to purchase resources to support IB curriculum. Specially tailored booklists are prepared for the students who are encouraged in turn to give advice on resources they would like to use and add.
- Library has subscriptions to journals, newspapers, newsletters and magazines (national and global) e.g. National Geographic, WWF periodicals, The Hindu etc.
- SVKM has obtained certain hi – end technology facilities like EBSCO for its students. The librarian ensures that all on the campus are conversant with and make optimum use of these facilities.
- Institutional membership of virtual libraries is also obtained.
- The library also stocks DVDs, VCDs, Audio CDs/ MP3 and recorders/ voice recording software. This material is kept in the reference section and is not available for home issue.

Cataloguing

The Library, through its access to books and online resources (subscribed online journals and research portals) aids in creating a repository of information. However, students are encouraged to use the online resources in spaces created for them throughout the School to make learning more meaningful through collaboration with peers, encouraging life-long learning.



All resources are listed to ensure control, accessibility, reordering and avoidance of duplication. A computerized resource organization system is functional in the library.

Issuing of books

Every student is entitled to borrow 2 books at a time. Most of the books circulate for a period of 2 weeks. They are not allowed to reissue the same book more than twice consecutively.

Teachers are allowed to keep books for 3 months and reissue the same as many times as they want.

Reference material is used only inside the library. Library stocks more number of copies for the books in demand. It is ensured that 1 copy of each book always remains in the library.

Using e – resources and technology

Under supervision students are allowed to download data on the flash drives. Software is installed on computers to block unwanted sites. Photocopying facility is available for free in the library.

Wall displays:

Notices, students' work latest information on various subjects / topics/ issues, International Days etc. are displayed on the library walls.

Security Measures:

- Laptops are allowed inside library but without the carry bags. No bag or purse is allowed inside. Students take only their wallets or waist pouches inside the library.
- Cell phones are not allowed inside library
- For Lost or damaged resources, compensation is made in the form of replacement and/or in cash
- Fine for late return is paid in cash and on three repetitions of late return, student's library card is confiscated for a week.



Student Orientation on Library:

- All incoming students have a Library Orientation during the first week of July. The Orientation acquaints them with the process of researching and referencing material in the library and a review of library rules.
- IB students have borrowing privileges at libraries of other institutions under SVKM umbrella e.g. NMIMS University, N.M. College of Commerce and Economics, Mithibai College, Mukesh Patel School of Technology Management and Engineering etc.

Given the new-age change from paper-based environment to digital interface for libraries, the School encourages the use of e-books that allows for continuous acquiring and dissemination of knowledge within the student community. In the past few years, the School has developed the Library as information – centered entity that gives students access to wider resources to enhance inquiry – based learning to meet various student – learning needs that are in alignment with the Academic Honesty Policy.

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