



Collegiate Junior School for Girls

LIBRARY POLICY

Introduction

The Junior School Library Centre is a vibrant space designed to foster a love of reading, support the curriculum, and provide resources for both students and staff. Our goal is to create a welcoming environment that encourages exploration, learning and discovery.

Library Details

- **Location:** Resource Centre (officially opened 17 April 2019). The library is a centrally located school library with shelves and resources.
- **Opening Hours:** Monday to Friday, 7:30 am – 2:30 pm (Mondays until 3:15pm)
- **Qualified teacher librarian:** Mrs Robyn Bentley (B.A. PGSP Diploma, Certificate of Library & Info Studies)
- **Contact:** rbentley@collegiate.co.za School: 041 – 396 4500

Library Committee

The Library Committee comprises Mrs R Bentley (Librarian), Mrs D Peltenburg (ICT support – iPads), Mr L Robertson (ICT support – computers & printers), Mrs H Stock (Book-covering Parent), Mrs L Michell (Book-Covering Parent), Mrs M-C Peeters (Book Repairs), Mrs N Strydom (Subject Head – English), Mrs S van Rooyen (Principal)

Access and Membership

Who Can Use the Library

1. **Students:** All enrolled students from Grades 1 to 7 have full access to library resources. Students are encouraged to visit during their library periods and at second break. The library is also available as an afternoon homework venue on a Monday and Eco Club takes place in it on a Wednesday afternoon. Pre-Primary girls use the library books via a block loan which is taken to the Pre-Primary classes by their teachers.
2. **Teachers and Staff:** All school staff have access to the library for educational resources, planning and professional development

3. **Parents:** Parents are involved with support of the library by doing library duties in the form of book-covering, repairs and stock-taking at year end.

Library Numbers

- Each student from Grade 1 – 7 and all teachers are issued with a unique library number on which their loans are recorded, thus a history of each child's reading habits can be called up on the Libwin Library Admin system.

Borrowing Policy

- **Loan Limits:**
 - Grades 1-2: These girls change their books weekly and get one picture book or chapter book, when ready for it.
 - Grade 3: They take one fiction (chapter book) and one non-fiction. They have a dedicated non-fiction collection, which is very popular. They also exchange their books weekly.
 - Grades 4 – 7: They may borrow up to four items – including fiction, non-fiction, magazines and other languages (isiXhosa and Afrikaans). Most usually take a maximum of two items. Their loan period is two weeks.
 - Teachers and Staff: They may take a block loan to class or borrow individual items for a loan period of 60 days.
- **Loan Period:** Generally, in the Intersen Phase, books may be borrowed for a period of two weeks, with the possibility of one renewal if no other requests are pending.
- **Overdue Books:** A reminder list is printed in each lesson for overdue books. Repeated late returns result in a small fine of 20c per book per day, if the late book is caused by forgetfulness. No fines are charged if the late return is caused by the child being absent.

Library Conduct

- **Respect for Others:** Students are expected to maintain a quiet environment conducive to reading and studying. Loud talking and disruptive behaviour are not permitted. The librarian refers to the library as being a "soft voice" room. If others cannot read or concentrate on an activity or research, the noise level is considered to be too high.
- **Care for Books:** Books and library materials must be handled with care. Damaged or lost books must be reported to the librarian and may incur a replacement fee. A record of the cost of each book is kept on the Libwin software, so can be accessed to work out a replacement cost.
- **Food and Drink:** No food or drinks are allowed in the library to maintain cleanliness and protect library resources.

Technology Use

- **Computer Access:** Computers are available in the Resource Centre at second break and after school for research and school-related projects. Printing can be done in the Resource Centre during second break and after school. This is always monitored by the ICT staff. Internet access is monitored, and students must adhere to the school's acceptable use policy.
- **Digital Resources:** The resource centre provides access to both computers and iPads. The latter need to be booked and collected by a staff member or designated pupils. Students and staff are encouraged to make use of these for educational purposes.

Library Stock

The library has been stocked out of school budget. An amount is allocated from school fees paid by parents to fund its contents. Various book drives result in some books being donated by learners. An annual Trust Fund (Kendall Trust) allocates about R2000 to the library for further book purchases.

At the time of updating this document, there were 12618 media items, of which roughly 8000 are fiction (in English, Afrikaans and Xhosa) and the rest are non-fiction, including magazines (periodicals). Maps and charts are no longer stored in the resource centre but in classrooms where they can be actively used.

The library is run efficiently on Libwin 2019 software, for which the school pays an annual licence fee.

Our older girls (Grade 6s and 7s) have their textbooks on iPads and also have access to an electronic library, the Wheelers E-Platform, which is a New Zealand-based company. The librarian is informed of updates to this collection and checks the books for appropriate reading age and content. This is also funded out of the school fees paid by parents.

Library Furnishings and Fittings

The library was fully shelved and fitted for use when the Resource Centre was built. There is a very large serving counter, plenty of shelving and the girls sit in five table groups to seat six learners. A maximum of 30 girls can thus be seated in the room as that is our largest class size.

A data projector is used for most lesson presentations and there are two laptops in the library – one which functions solely as the library serving device (with Libwin installed) and the other which contains all the librarian's lesson plans, email etc.

The library is well lit, containing eight windows with blinds, and benches for seating around the sides and back of the room. It is kept neat and clean by the librarian and school cleaning staff.

Security is excellent as the entire Resource Centre is separately armed and managed by Atlas Security. The alarm is set at the end of each day by an ICT staff member.

Programmes and Events

- **Story Time:** Weekly story sessions for Grades 1-2 in their library periods are used to enhance listening and comprehension skills. The librarian reads to them either to promote new books or uses “Talking Stories”, an animated version of the Oxford Reading Scheme which the school has purchased.
- **Kids Lit Quiz:** Eight top readers in Grade 6 are identified to take part in this annual quiz, which tests general knowledge of children’s books. Once this talented group has been identified, they visit the library at second breaks to prepare for the quiz.
- **Book Sales:** Vendors such as “The Travelling Bookshop” and “Books2You” (for example) are invited in annually and all classes can visit and purchase competitively priced books should they wish to.
- **Phendulani Outreach Quiz:** Our school is involved in an annual event to enrich the readers of Sancto Primary school in Bethelsdorp. We donate books and prizes, supply lunch packs, transport their readers to the quiz venue and give the children the opportunity to take part in a literary quiz, which is very much appreciated by the school.
- **Children’s Feeding Trust:** We collect second-hand books to support their annual sale during Book Week in September.
- **Author Visits:** Special events featuring authors are arranged to inspire and engage students. Two such authors are Jennifer Lindridge and Dianne Stewart, both Old Girls.
- **Eco Club:** The library is also the eco hub of the school, from which events are organised, such as visits by OLLI (One Land Love It), fund-raising for conservation causes and various other eco/conservation type of activities.

Responsibilities

- **Librarian:** The librarian is responsible for maintaining the library collection, assisting users, teaching all classes timetabled, and organising programmes and events.
- **Students and Staff:** All users of the library are responsible for following the library rules, returning borrowed items on time, and respecting the library space and resources.

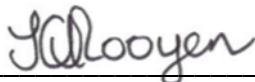
Review and Amendments


This policy will be reviewed annually to ensure it meets the needs of the school community. Amendments may be made as necessary to reflect changes in school policy or library resources.

This Library Policy for Collegiate Junior was adopted by the Governing Body of Collegiate Junior at a meeting held at the school on 6 August 2024.

SIGNED:

CHAIRPERSON  DATE 06/08 /2024

PRINCIPAL  DATE 06/08/2024

SECRETARY  DATE 06/08/2024

POLICY REGISTER DETAILS

TITLE OF POLICY	LIBRARY POLICY
DATE APPROVED BY SGB	6 August 2024
EFFECTIVE DATE	6 August 2024
EXPIRY DATE	This Library Policy remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE	This policy will be reviewed annually to ensure it meets the needs of the school community. Amendments may be made as necessary to reflect changes in school policy or library resources.