

RBKIA Library Policy

Process of policy review

Policy is revised every 3 years. People involved in the policy revision/update are the PYP Librarian Mr. Sachin Sawant and the MYP/DP Head Librarian Ms. Uma Gandhi along with the senior management and the school Principal.

The latest revision of the library policy had taken place since January 2015 and is still a working document changes to the policy are in bold print.

- Major revision was the inclusion of electronic media journal publications, electronic resources and question banks in line with that of the IBO expectation.
- The School has recently purchased 50 new volumes in terms of teacher and student reference book.
- Software in use at our Library is KOHA for the issue/return of our books/Reference materials and data banks.

Mission Statement

- The mission of the RBK International Academy school library program is to provide an inviting, pleasant and dynamic learning center and services that support and enhance teaching and learning.
- The Library seeks to encourage and foster the reading habit amongst teachers and students and to ensure that our students acquire the necessary information literacy skills in order to become lifelong learners with skills and knowledge necessary to lead successful and meaningful lives in the 21st century.

1. Organization of the Library

- Library is designed in such a way that it looks lively and pleasant.
- Library has enough space to work in groups and a silent area for self-study and reading.
- A proper system of cataloguing and classification of the collection is ensured to provide easy access and also to keep account of the books. The Dewey Decimal Classification (DDC) system should be used for this purpose.
- An open access system, whereby students can handle books so as to make more effective choices for their own reading, is followed.
- Computerization of the library is carried out by using professional library software KOHA, for a three way communication of all the stake holders parents , teachers and students.
- Dedicated internet and other online connections are available to the users.
- The Library is subscribed to at least 10 periodicals/journals/magazines, appropriate to teacher and student needs.
- The Library is subscribed to online databases in order to support student and teacher research.
- The display boards/ display rack is used to promote new arrivals in the library.
- Secondary Library has a Career Guidance Resource Corner.
- Bags are not allowed in secondary library as library has open access to resources from 7.45 am to 3.30 pm Monday to Friday.

2. Management of Library

- A qualified and experienced librarian manages in PYP and MYP/DP school libraries.
- Primary and Secondary sections of the school have separate libraries according to the differing interests and educational and spatial needs of students.
- The School Librarian is seen as an integral member of the academic community of the school, full involved in curriculum and resource planning.
- Suitable English-speaking full-time support staff is provided to assist the librarian.
- The Head librarian/Chief librarian is responsible for all library departments in whatever branch they are located, especially in terms of keeping staff up to date with eliciting their opinions on new developments and existing arrangements. However the Primary and the Secondary school librarians are responsible for the smooth functioning of their libraries.
- The Librarian is given equal opportunities with other academic staff to participate in professional development programmes.
- There is frequent departmental meeting to discuss the all-round development of the library. The department can invite the Principal/Section Head and coordinators to these meeting for their advice /suggestions.

3. Collection Development Policy

- The Library comprises a wide range of literary and factual texts reflecting different cultures and perspectives, as well as making these available in the languages most relevant to its users.
- The Library has developed a balanced collection of texts to support the whole school curriculum, as well as catering to teachers' and students' interests in current events, scientific innovation and recreational pursuits.
- The Library assists teachers and students in meeting educational and personal achievement objectives.
- The Library should provide timely and accurate information that is sufficient, relevant and appropriate to the user.
- The Library should assists users to conduct in-depth studies with appropriate and honest research methodologies, investigate specific areas of knowledge and engender new interests and passions in students and teachers.
- The Library collection allows and encourages users to become effective users of a wide variety of media from which they can seek information.

4. Selection and Acquisition:

Resources are selected to implement, enrich and support the breadth of educational programmes for students and teachers as well as their individual interests. It is the obligation of the RBK Libraries to provide a wide range of resources and to respect the diversity of many differing points of view at differing levels of difficulty.

To meet these goals, RBK provides access to a variety of materials, including books, digital resources, audio-cassettes (including books on tape), videos, CDs, periodicals, online databases and Internet access computer systems.

Criteria for Selection:

The following general selection criteria will apply to all materials, including electronic, print and non-print resources:

- a) Library materials support and are consistent with the general educational goals of the school.
- b) Library materials meet high standards of quality in factual content, artistic and literary value, and presentation.
- c) The Library actively promotes the School's Language Policy, seeking a collection which reflects the aims enshrined in this policy.
- d) Similarly, the Librarian ensures attractive displays and exhibitions in languages relevant to the student and teaching body.
- e) Library materials are appropriate in terms of subject area and age, emotional development, ability level, learning styles, and social development of students for whom material are selected.
- f) The physical format and appearance of library materials shall be suitable for their intended use.
- g) Library materials are, where needs be, current and up-to-date.
- h) Library materials are selected to help students gain an awareness of our diverse society.
- i) Library materials will not only comprise of books, but a wide variety of other media, each of which will be the subject of a separate annual exhibition.

Acquisition procedure:

- Librarians select books in consultation with relevant teaching staff, if required.
- Selection criteria include: currency, price, age appropriate content, illustration, retrieval devices (e.g. index), together with an awareness of what is already published and available in the Library on a given subject and maintain genre balance.
- Any subject teacher or department can send a request to procure a book or any other resource by filling in the school requisition form in the appropriate format (Title, Author, Publisher, ISBN and Price)
- The requisitioner needs proper approval from the respective Section head /Coordinator, Principal/Management Representative and Head Librarian before handover to the Head Librarian/Librarian.
- The Head Librarian may propose approval from the concerned authority and procure the books from a reliable publisher or vendor.
- There is a committee meeting (SMT+Librarians) to evaluate and sort out the teacher's year end wish list, looking at needs and cost factors. This happens annually or as per need arises.

5. Weeding and Withdrawals from Collection

- The RBK libraries re-evaluate their collection annually to maintain one that is appropriate and useful to its users.
- The collection will be assessed regarding the physical state of individual materials or not. Materials that are badly damaged will be assessed and, if repairable, will be sent for re-binding. Those which are not will be weeded out from the main stock and replaced by putting in a purchase plan, as items for immediate, future or optional purchase, as appropriate and donated to a charitable organization.

- The subject of the material will clearly determine whether a book is still currently useful. Materials that are outdated or no longer relevant to the curriculum will be identified and weeded out from the main stock with the permission of the Coordinators/Section heads and Principal.
- As non-replaceable, but of inherent value to the collection, withdrawals may be archived as historical materials or replaced on the shelves and kept separately.

6. Book Exhibitions

- The Library department can invite publishers and vendors to organize book exhibitions cum sales on the school campus on various occasions.
- The Library department can invite particular publishers to display their books on the school campus for the teachers.

7. Book Donation

The school library will accept any books/ CD/VCD etc. offered by a parent, students and faculty members. But the Librarian will apply the following criteria before he/she will add them to the main collection:

- the Suitability to the collection
- the condition of the books or CD/VCD/CD-ROM
- age appropriateness
- historical value

The donated books or any other materials which are not added to the collection can be returned to the donor or donated to a local charity.

8. Inventory/Stock Verification

- The Librarian conducts an inventory of library holdings at least every alternate year end.
- The Librarian prepares the inventory report and submits it to the head of the school.

9. Late Fees.

- To discourage students keeping books longer than the loan period set by the library, a fee of Rs. 5 per day per late book will be charged.
- A fine slip listing details (Students name / book title/Number of days late/ Amount of late fees paid) will be issued in triplicate with a copy given to 1st student 2nd administration and 3rd kept in the library. The accumulated late fees along with a detailed accounting will be submitted to administration at the end of the school academic year.

10. Lost Books.

- Lost books will either be replaced by same title (new edition) or by payment of full replacement cost.

11. Honesty

The Librarian should work in collaboration with the secondary teacher and train the students for developing information literacy skill. The Librarian conducts sessions on referencing and bibliography information literacy skill. The librarian should conduct sessions on referencing and bibliography for ensuring appropriate implementation of academic honesty policy of RBKIA.

RBK International Academy Library Essential Agreements for students

DECORUM IN THE LIBRARY

The school library is a place for study and silent research. It is not a socializing centre or a student lounge.

The following behaviour is not appropriate in the library:

- Talking, unrelated to research and study
- Sitting idle
- Eating and drinking, including chewing gum
- Sleeping
- Watching films, listening to music or surfing the internet unrelated to school work
- Lounging on the sofa set or the bean bags in the reading area. All work must be done at the study tables provided.

ISSUE OF BOOKS FOR RECREATIONAL READING AND REFERENCE WORK

- A student can issue three books at a time for recreational reading for a period of fourteen days.
- Library books should be properly looked after and returned on the due date. A penalty such as a fine may be imposed for habitual late return of books.
- In case of book being misused, wrongly handled or lost the person concerned will have to replace the same book or pay the full price of the book.
- The librarian may call for a book at any time, even if the normal period of loan has not expired.
- All loans will be cleared a week in advance before students leave for long vacation.
- Reference books and periodicals are to be read in the library only. They are not meant for home issue.
- Library computers are to be used for research and school related work only (for details please refer to school Internet and Laptop policy).

NOTE: THE HEAD LIBRARIAN IS AUTHORISED TO DRAW THE ATTENTION OF STUDENTS TO ANY INFRINGEMENT OF THE LIBRARY ESSENTIAL AGREEMENTS. HE IS ALSO EMPOWERED TO DENY ACCESS TO THE LIBRARY AND ITS FACILITIES TO ANY STUDENT WHO CONSISTENTLY FAILS TO OBSERVE PROPER LIBRARY DECORUM.