

Goals of our primary school library

From the IFLA/UNESCO school library manifesto

The school library is integral to the educational process.

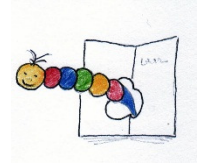
The following are essential to the development of literacy, information literacy, teaching, learning and culture and are core school library services:

- supporting and enhancing educational goals as outlined in the school's mission and curriculum;
- developing and sustaining in children the habit and enjoyment of reading and learning, and the use of libraries throughout their lives;
- offering opportunities for experiences in creating and using information for knowledge, understanding, imagination and enjoyment;
- supporting all students in learning and practicing skills for evaluating and using information, regardless of form, format or medium, including sensitivity to the modes of communication within the community;
- providing access to local, regional, national and global resources and opportunities that expose learners to diverse ideas, experiences and opinions;
- organizing activities that encourage cultural and social awareness and sensitivity;
- working with students, teachers, administrators and parents to achieve the mission of the school;
- proclaiming the concept that intellectual freedom and access to information are essential to effective and responsible citizenship and participation in a democracy;
- promoting reading and the resources and services of the school library to the whole school community and beyond.

The school library fulfils these functions by developing policies and services, selecting and acquiring resources, providing physical and intellectual access to appropriate sources of information and providing instructional facilities.



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Policy of our primary school library

Opening hours

Monday	08:15-13:15
Tuesday	08:15-15:45
Wednesday	08:15-12:05
Thursday	08:15-15:45
Friday	08:15-12:05

Class visits

All registered classes have a time slot every second week; these include both first and second language classes.

SWALS pupils can visit the library flexibly as dictated by their teacher.

Lunch breaks

Pupils can visit the library independently during the long days as follows:

Mondays: all year 5 classes
Tuesdays: all year 2 & 4 classes
Thursdays: all year 1 & 3 classes

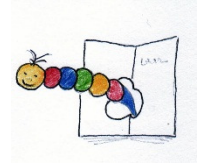
The library is closed to students during the morning and afternoon breaks. Media can be returned at any point throughout the day via our return box just outside the library door.

Media

The library currently holds approximately 25,000 media in 23 European languages (Jan. 2019).

Books for borrowing are arranged by:

- **languages:** Bulgarian, Czech, Danish, Dutch, Estonian, English, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Polish, Portuguese, Rumanian, Serbian, Slovakian, Slovenian, Spanish, and Swedish
- **fiction and non-fiction books**
- **age group (fiction books)**, and therefore by reading level.



In addition, the following media are available:

- DVDs in various languages arranged by recommended age
- Audio-CDs
- Periodicals
- A reference section with a wide range of reference works in various languages

Technical enrichment

- Two internet connections to help familiarize pupils with the internet and facilitate research for presentations and projects
- Three listening stations with six headphones each
- Beamer and screen for films and presentations

Lending rules

- Each pupil may borrow up to 4 media for the period of one month in his or her first and second language.
- One of the above may be either a CD or a DVD.
- Pupils are not permitted to check out new media if they have an overdue item on their account, regardless of the number of items on the account.
- Items can be renewed once for four weeks if necessary. If the item is returned within the week, another one may be checked out.

Responsibility

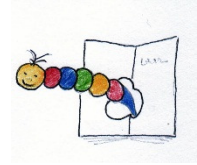
Children and parents are responsible for the borrowed media. Should a book, DVD or CD become damaged or lost, it must be replaced.

Our community guidelines:

- 1.** The library is a quiet area. We speak quietly and move slowly. Running and playing are best done outside.
- 2.** We leave our coats and bags in the designated area in front of the library.
- 3.** We make sure our hands are clean.
- 4.** We do not eat or drink in the library.
- 5.** "Bookworms" help us put a book back in its proper place on the shelf.
- 6.** When the bell rings, we quietly return our books to the shelves and tidy the chairs.



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- 7.** We do not take books onto the playground.
- 8.** We always treat the books with care and respect.
- 9.** Before returning CDs and DVDs, we make sure the disc is actually inside.

Should behavior become an issue, the class teacher and/or the director may be notified. The pupil may be denied library and lending privileges.