

European School of Munich (ESM) HS Library / MMC Regulation

The Library/Multimedia Centre (MMC) is an important element of the pedagogical offer of the ESM and is a place of silence, relaxation and concentration. It provides a service to the school community and is frequented mainly by pupils during their free periods from class. It gives access to a collection of approximately 23,500 media in 30 languages for educational and recreational purposes and 5 PCs for curricular activities. The MMC consists of:

1. The HS library: the main area where the Library Manager works, the media circulation takes place and the pupils read or study in silence;
2. The PC-room (5 PC): dedicated to studying and researching with the possibility to print out the schoolwork. The Library Manager supervises the PCs' monitors to protect the pupils from inappropriate contents.

Opening Time: the library is open non-stop from Monday to Friday (timetable on display), making it available also during the lessons breaks.

The Library Manager is committed to support the pedagogical objectives of the school, focusing on:

- offering pupils and teachers a quiet environment encouraging study and concentration;
- offering dedicated visits to s1L1 classes with an introduction to the library management system (OPAC);
- providing access to extensive reading material, aimed at developing the pupils' literacy skills;
- providing documentaries related to curricular activities;
- training voluntary students for daily duties and tasks in support of the Library management;
- actively promoting self-discipline and respectful social interaction;
- working closely with teachers.

The Library Manager administers the library/MMC according to these concepts:

- To stimulate an overall proactive attitude and promote self-discipline, pupils are encouraged to operate independently in the Library/MMC.
- To induce the association between reading and relaxation/distraction the area is carefully supervised and kept quiet.
- To maintain a well-balanced media collection, the Library Manager orders the new media trying to meet the wishes of teachers and pupils.
- To help pupils develop self-confidence and a sense of responsibility, the Library Manager accepts volunteers at his own discretion.

Behavior in the Library/MMC: respectful behavior towards library staff and other users together with careful use of library resources, is essential to the achievement of these goals. In line with the school ethos and climate, pupils are encouraged to show mutual respect, tolerance and consideration. As in all areas of the school, the Internal School Rules (ISO) apply in the Library/MMC; specific rules for its use are set out below:

- Pupils are to maintain appropriate behavior, avoiding any form of disturbance, walking calmly, leaving the Library and the MCC clean and tidy; talking or laughing out loud is not permitted.

- To preserve cleanness and avoid damage to books and other media, eating and drinking is not allowed.
- For safety reasons bags and coats are to be tidily placed on the shelves at the entrance.
- The use of the so-called 'reading corner' is reserved for users willing to read and learn in silence.
- The use of electronic devices and PCs is restricted to schoolwork and curricular activities.
- It is strictly forbidden to play games or watch entertainment videos on either PCs or mobile phones.

Pupils who break this regulation or do not follow the instructions of the Library Manager may be temporarily banned from visiting and/or using the Library/MMC facilities.

Use of the library – Instructions for pupils

- To search for a medium, the pupil should use the two OPAC PCs (behind the circulation desk).
- If a pupil gives a media to another user, he should inform the Library Staff.
- Any lost or damaged book or DVD must be replaced or refunded.
- To use the library, it is necessary to have the ID-card (= *Schülerausweis*) to:
 1. Identify oneself if required
 2. Borrow a medium
 3. Reserve a borrowed medium
 4. Extend a loan.

Use of the PC-Rooms for silent schoolwork: Instructions for pupils

- Every workstation should be used by a maximum of two pupils; in the case of teamwork, pupils must ask the Library Manager for permission;
- The pupils should carefully read and follow the instructions located next to each PC.

Class visits – Instruction for Teachers

Teachers can book a class visit by writing an e-mail or a "Teams" message to the Library Manager in advance. Teachers are, as a rule, accompanying and supervising their class while using the Library and the PC Room.

Library / MMC Facilities:

- 5 PCs for school work (supervised monitors);
- A printer (A4 format - black/white);
- A silent "reading corner";
- Stationery for pupils (table behind the circulation desk);
- Two OPAC PCs (Open Public Access Catalogue) to search in the library stock.

The library catalogue can be accessed online at the following link:

<https://esmunich.oliverasp.co.uk/library/libraryHome.do>