

Library Policy

Mission Statement:

The Academy is committed to procuring the highest standards of pedagogy and education to keep the spirit of learning ignited for life. We ensure that all learners achieve their highest potential to become global-minded learners and contribute proactively towards creating a better world through intercultural understanding and respect.

Library Policy:

Knowledgeum Academy library is a shared resource centre that caters to learners and faculty. It is a teaching and learning hub that provides collaborative learning spaces, access to technology, and a collection of books. The books range from fiction, picture books, graphic novels, magazines, newspapers, information books, and electronic resources selected to cultivate a lifelong love of reading and learning. It aims to support curricular and co-curricular programmes and promote international-mindedness.

Aims and Objectives:

- The academy's knowledge hub aims to share knowledge as extensively as possible
- Facilitate the conception of fresh and innovative insights
- Provide a balanced collection of resources in various media to support teaching and learning across all subject areas
- Support independent study habits
- Maintain a quiet environment for study
- Advice on and monitoring the use of Information and Communication Technologies (ICT) in the library context.
- Provide equal opportunities to all learners, faculty, and staff to access resources based on their educational needs.

The Curricular Requirements:

To meet the requirements of IB and Cambridge, Knowledgeum Academy's management and library staff must ensure that:

- The library programme is designed to meet the needs of various programmes, emphasising the holistic education of learners by focusing on intellectual, personal, emotional, spiritual, and social development.
- The library facility is for all learners, educators, staff, and academy community use.
- Library staff members are aware of new resources and developments relating to IB and Cambridge curricula and have adequate training to utilise them.
- Library staff and faculty collaborate effectively in planning for the needs of the IBDP programme.
- The collection of resources includes material reflecting different cultures, perspectives, and languages.
- An annual library budget caters to the appropriate maintenance and additions to the library's collection.
- A proportion of the library collection is devoted to resources for the professional support and education of the teaching staff.

- The library plays a pivotal role in implementing the IBDP programmes by nurturing inquiry among learners and faculty.

Integration of the IB Learner Profile in the Library:

INQUIRER	Learners develop skills in multiple literacy forms (including digital, visual, textual, and technological) that will lead them to become independent and lifelong learners. They show curiosity in their inquiry and conduct purposeful, constructive research.
KNOWLEDGEABLE	Learners show a commitment to their learning. Using a wide range of information sources, learners develop the capacity to recognise a need for information, to know how and where to find it, and how to select, organise and communicate it to others.
THINKER	Learners become more confident and discerning information users, critical thinkers and creative problem solvers. They make real-world connections using this process in their lives.
COMMUNICATOR	Learners are encouraged to express their ideas, feelings, and information in various communication modes. learners are encouraged to read in different languages.
PRINCIPLED	Learners respect the rights of all community members and share the facilities and resources. Learners show integrity by using information ethically and using the web and social media tools responsibly and safely. They understand and practice academic integrity.
OPEN-MINDED	Learners are introduced to a wide range of literary and factual texts reflecting different cultures, perspectives, attitudes, and languages. These resources extend the learners' appreciation for the world and its people.
CARING	Through literature, learners learn to empathise and respect the experiences of others, different or similar to themselves. Learners are respectful of other library users and look after library resources.
COURAGEOUS	Learners are confident to take risks and develop independence in using various 21st-century literacy forms to create, apply and express new understandings. Learners encounter and explore literature genres beyond their usual preferences, discovering new reading interests.
BALANCED	learners have access to a collection of resources that represents all viewpoints and types of literature which contribute to their personal, social, spiritual, and educational growth.
REFLECTIVE	Learners are encouraged to reflect on their learning; and how literature leads them to empathise with others and to respect themselves and the world around them.

General Guidelines for Library:

Core Collection: The library maintains a well-rounded core collection of resources. The core collection consists of subject-specific textbooks, world classics, dictionaries, encyclopedias, reference materials, maps, and CD ROMs. Besides the core collection, exclusive editions of general books on various topics, fiction, and nonfiction books for the regular issue are also available in the library.

Language Resources:

Books in different languages such as Kannada, Hindi etc. are included to support the learning of the mother tongue among learners.

Subscriptions:

The library subscribes to periodicals, journals, magazines, and newspapers and displays them on the magazine racks.

Library Section on MySchoolOne

The MySchoolOne website/mobile app includes a library section, enabling learners to search for available media such as books and magazines. It also provides information on the due date of the book issued to them and any fines incurred for late submission.

E-resources:

The library has the following portals made available for staff and learners to access books and e-resources.

Cataloguing:

The collection undergoes a well-organised cataloguing and indexing system to ensure effortless access and maintain a comprehensive inventory of the books. All offline resource materials are classified by DDC and are arranged subject-wise in the allotted book racks.

Tracking:

Online catalogue system software is used for tracking the available list of books and can be accessed by users.

Renewals:

The library collections serve as dynamic resources, requiring continuous review and renewal to ensure their relevance to the users.

Clearing the Books:

Weeding out of books should be a regular feature and should be carried out with the approval of the competent authority, at least once a year.

Environment:

- The library should maintain discipline and a quiet, purposeful environment to encourage independent study and learning.
- The Academy ensures that the furnishings are well maintained and adequate for the number of users and anticipated use.
- The library has desktops with internet connectivity and Wi-Fi to enable learners to engage in online research and access e-resources.

Book Collection Process:

- The librarian and the faculty members work collaboratively to ensure that suitable resources are available for the library.
- Resource materials are purchased once/twice a year.
- Based on the subject-specific curricular needs, department staff prepares the resource requirements and submits them to the librarian, who then presents them to the Library Committee. After scrutiny, the final list is prepared based on the need, budget allocation for the year, and various other criteria.
- Librarian's role is to interact with the publishers/distributors for the updated catalogues. The final list is shared with different publishers/distributors for the price quotation. A purchase order is placed to the publisher for the best quote post the approval from the Committee.
- The collection of books also happens by visiting the IB store, book fairs, online book stores, and shopping websites.

Criteria for Selection:

- Resource materials are selected to support, enrich and extend the Academy's curriculum and encourage informational, educational, and recreational reading.
- The focus is on selecting resources with rich, authentic, and stimulating language by authors from various cultures and backgrounds to foster international and multicultural awareness.
- Consideration is given to diverse user interests, abilities, backgrounds, cultures, languages, and maturity levels.
- Materials intended for learner use should be appropriate for the subject area, age, social development, ability levels, special needs, and styles of learners served by the collection.

Circulation Policy:

- An individual record is maintained for every learner within the circulation system.
- Learners who wish to take books from the library must check them out at the circulation desk.
- Learners are allowed to check out books and magazines.
- The learners have a borrowing allowance of 3 books for two weeks, while educators and staff are permitted to check out 2 books for the same duration.
- Learners may reserve books. Books can be renewed unless the item is on reserve. Renewal is not possible when there is a demand for a particular item.

- Learners should not check out materials in another person's name.
- Reissue of books by a learner may be allowed, but only once after the initial issue.
- Reference books such as encyclopedias, dictionaries, handbooks, yearbooks, CD-ROMs, newspapers, and current periodicals will not be issued to any learner. These can be read only in the library.

Over Due and Lost Books:

- Learners and staff who have overdue resources are not permitted to borrow until they have cleared their accounts.
- In case a user loses a book, she/he has to either replace it or pay the current full price of the book as determined by the librarian.
- In case the book is misused/wrongly handled, the person concerned has to replace it or pay the current full price of the book.
- In case a book belonging to a set of series is reported lost or damaged, the defaulter has to pay the cost of the entire set if a single volume is not available for sale.
- Failure to return books on time would lead to a penalty of Rs.50/Day.

Library Rules and Regulations:

- Maintain respect for co-users in the library by staying silent and on task.
- Books, when borrowed, should be checked whether the books issued are in good condition; any damage must be reported to the librarian immediately.
- Handle resources with care. Library users are not allowed to tear, highlight, underline, write, stick post-it notes or use other adhesive markers in books.
- Place resources back in their designated place after use.
- Personal belongings like bags, own books, issued books, and other articles will not be allowed inside the library.
- Eatables and beverages are not allowed inside the library.
- Use laptops, desktop computers, and Wi-Fi for academic purposes only.
- After using the Library Block, put furniture/chairs back in their original place and return the materials to their proper storage shelves.
- Ensure that the library infrastructure is kept intact and used judiciously.

References:

<https://www.cpsglobalschool.com/pdf/library-policy.pdf>

<https://www.silveroaks.co.in/wp-content/uploads/2020/02/SOS-IB-PYP-Library-Policy-19-20.pdf>