

Library Policy

LIBRARY POLICIES AND PROCEDURES

MISSION STATEMENT OF LIWA INTERNATIONAL SCHOOL for GIRLS LIBRARY

The school library plays an essential role in enhancing our students' reading and research skills. Improving student achievement is a vital interest of LIS, since research evidence has shown that effective library media programs - when led by active, involved librarians - can have a visible positive impact on student achievement. We view libraries as a potentially powerful instrument in school studies. Our library is a unique and valuable resource; especially that school is the first place a child encounters a library.

OBJECTIVES

1. Provide a facility that functions as the information center of the school.
2. Provide resources and learning activities that represent a diversity of experiences, opinions, and social and cultural perspectives, supporting the concept that intellectual freedom and access to information are prerequisites to effective and responsible citizens.
3. Teach students critical research skills: to locate, interpret, evaluate, and use information effectively.
4. Implement and facilitate activities and group projects which strengthen listening skills and require cooperation, communication, and sharing among students.
5. Provide access to contemporary technologies, software, and telecommunications.
6. Connect students and faculty with books in order to encourage recreational reading.

LIBRARY HOURS OF OPERATION

LISG Library is open from 7:15 am until 3:15 pm Thursday to Sunday. Students must come with a purpose for learning. Faculty members are welcome to browse and pick up materials in person or notify a librarian.

STUDENT CONDUCT

Student users of the library must follow the established rules of acceptable behavior listed below. Failure to comply will result in the following consequences.

RULES

In order that the library's primary function as a place of work for students, teachers and researchers be maintained, all users must respect the following rules.

1. Silence is to be observed at all times.
2. Library users must behave in such a way as not to disturb or hinder the operation of the library.
3. Food and drink may not be consumed within the Library.
4. Smoking is not allowed in the library (just like elsewhere on the school premises).
5. In some parts of the library, library users are expected to speak in a quiet and unobtrusive manner.
6. The marking, defacing, mutilating or alternating of books or services provided by the library is strictly forbidden.

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7. Annoying or harassing behavior, with or without the intention to disturb others, may result in short or long term loss of library privileges. This includes use of cellular phones, and personal stereo/tape players. Cellular phones must not be used inside the school premises. Headphones must be used with personal stereos/tape players and the volume must be inaudible to others.
8. Abusive speech or action toward library or toward other persons may result in short or long term loss of library privileges.
9. Chatting and playing computers is not allowed.
10. The Librarian is empowered to inspect any books in the possession of any person leaving the library, and anyone found attempting to remove a library book from the library without complying with approved library borrowing procedures will be questioned. Removal of books contrary to Library Regulations is a serious offence.

Consequences

1. Verbal warning from a media center staff member.
2. If a student continues misbehavior, the student will be asked to return to class and the teacher will be notified. Students may first be separated from other classmates when visiting with a group.
3. If misbehavior is severe, the student will be asked to return immediately to class or be sent to the office.

LIBRARY MATERIALS

The following items are not allowed to be taken out of the library by the students

1. Reference Literature
2. Journals
3. Daily Newspapers
4. Official Statistics
5. Computer Programs
6. Fragile Items
7. Literature which is needed for research and study in the library.

SCHEDULING

The LIS Library fosters a love of literature and the written word. LIS considers this facility a priority as reflected in the continuous expansion of the Library's reading and reference materials. The juniors section has its own library. Both libraries are well equipped for reading and research. Weekly class visits are scheduled, where the students are encouraged to check out books. Students may also visit the library during break times.

PROGRAMS AND SERVICES

Faculty members needing any of the following services or needing additional information regarding these services and programs are encouraged to contact the library staff at any time.

- Book Fairs
- Copying/Printing
- Periodical including newspapers
- Computer/Internet
- University Catalogues

BOOKS

Students may checkout for at least 2 books book per library visit. The loan period is four weeks.

Books must be returned to the library before the due date.

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REFERENCE MATERIALS

Reference materials are to be used by students in the library. Teachers may borrow reference materials for use in the classroom when necessary

FACULTY CHECKOUTS

Faculty may checkout at least 4 numbers of materials as long as needed. Periodicals and equipment must be signed out at the circulation desk if taken outside the library. Items should be returned after use so that others may use them.

OVERDUES AND FINES

Overdue slips and fine notices will be printed out and distributed to students at school. To help students learn to be responsible, no new loans will be permitted until overdue materials are returned.

LOST AND DAMAGED BOOKS

If a book is lost or damaged, the book must be paid for before additional books can be checked out. Payment for a lost book is reimbursed should the book be found and returned in good condition. Debts remaining at the end of the school year may be turned in to the office and become a part of the student's permanent file. Any items checked out at the time a student withdraws from school must be returned and paid for upon withdrawal.