



Mabela Intermediate School
IN KwaZulu-Natal
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LIBRARY POLICY

1. NAME

The name of the body shall be Mabela Combined School Library. Here in after referred to as **Mabela C.S.L.**

2. VISION

To be institution that strives to create a better life for all learners by becoming a centre of excellence that models a well managed and organized lifestyle.

3. MISSION

Our mission is to:

- Create a conducive learning and teaching environment.
- Encourage learners and educators to be self reflective.
- Promote learners self – realization by developing their career interest.
- Encourage learners to contribute positively to the school and community.
- Develop balanced learners through participation in extra – curricular activities.

4. MEMBERSHIP OF LIBRARY

Subject to Free State Province Policy For Educational Library, Information and Technological Service (**ELITS**) and manual for school media centre administration and management, the membership of the school library committee should consist or comprise of the following:

- Principal/Deputy Principal.
- Representative of the SGB (One member).
- Educator (Two members).
- Learners (One member).
- Other interest community member(s) (One member).

5. DUTIES OF THE SCHOOL LIBRARY COMMITTEE

The school library committee plays an important role in the development the library and should be responsible for:

- Drawing up and developing of the school library policy.
- Decide on staffing.
- Plan location of library.
- Plan the school library books, accommodation and users.
- Acquire library information and resources.
- Plan library budget.
- Do library fundraising.
- Negotiate library schedule e.g. time of use.
- Ensure the organisation and management of school library resources.
- Monitor the care and use of the library resources.
- Report the success, activities and needs of the school library to the community.
- Continuous evaluation ad developing the use of school library learning resources.

The committee should meet once a team to plan, solve problem and to evaluate the whole school library programme and the minutes of each and every meeting should be kept,

6. SCHOOL LIBRARY POLICY

Aim and objectives

- To introduce learners to books on a wide variety of subjects to stimulate their interest in the world around them by increasing their knowledge, understanding and develop their special interests and skill.
- To teach learners to use books libraries.
- To develop learners reading habit to improve their reading ability, learn to discriminate and develop independence in study and thought.
- To encourage learners to use school library by means of self study tasks set by teachers.
- To encourage learners to read for pleasure.
- To provide information and recreation to serve to integrate all aspects of school life.
- To serve teachers and learners with important feature to keep them abreast of modern development in their particular fields of study.
- To help in character formation of learners that they learn to become more responsible persons, who are able to use books and find information without help of the teacher.
- Learners to learn to respect and take care of books borrowed.

7. SCHOOL LIBRARY TEACHERS AND SCHOOL LIBRARY MONITORS

School library is not only managed by dedicated teachers but they are also frequently managed by non – teaching staff such as clerks and volunteers. The term school library teacher is used for the person(s) in charge of the school centre.

7.1 MAIN DUTIES OF SCHOOL LIBRARY TEACHER INCLUDE

- Managing and administering the school library.
- Acquiring, accessioning, classifying, cataloguing and processing the resources.
- Maintaining the school library and equipment.
- Promoting the school library.
- Training users in information skills.
- Assisting teachers and learners to find information to support implementation of the curriculum.

School library work produces valuable opportunities for training learners in leadership, responsibility and accuracy. Learners involved will broaden their general knowledge, know and appreciate good books and learners how to use library profitably.

The school library teacher is free to select learners to be usefully utilized. The chosen number of learners should be consistent with the model of school library. The duties given to learners can be, for example: keeping shelves clean, books neatly arranged, processing and issuing of materials.

7.2 MAIN DUTIES OF SCHOOL LIBRARY MONITOR(S)

- Keeping the library clean and tidy.
- Assisting with circulation or issuing of material.
- Filling or shelving resources.
- Assisting with the processing of resources.
- Assisting with displays.
- Promoting the library amongst the learners.
- Assisting with administrative duties.