

LIBRARY POLICY

Mission Statement

Committed to the highest standards of pedagogy and education to keep the flames of learning ignited for life, Knowledgeum Academy ensures that all students achieve their highest potential to join the global community of learners and contribute proactively towards creating a better world through intercultural understanding and respect.

Library Policy

Knowledgeum Academy library is a shared resource catering to students and faculty. It is a teaching and learning hub that provides collaborative learning spaces, access to technology, and a collection of books. They 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

- Knowledge hub of the academy and disseminate knowledge as widely as possible
- Facilitate conception of new knowledge
- 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 ICT in the library context
- Provide equal opportunities to all students, faculty, and staff to access resources based on their educational needs.

Cambridge Requirements

To meet the requirements of Cambridge curriculum, academy management and library staff must ensure that:

- The library programme stands to serve the requirements of the Cambridge curriculum in promoting the education of the whole person through an emphasis on intellectual, personal, emotional, spiritual, and social growth.
- The library facilitates student, faculty, staff, and academy community use.
- Library staff members are aware of new resources and developments relating to programmes and have appropriate training to use them.
- Library staff and faculty collaborate effectively in planning for the needs of the programme.
- The collection of resources includes material reflecting different cultures, perspectives, and languages.
- An annual library budget provides for 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.

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, encyclopaedias, 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 are included to support the learning of the mother tongue among students.

Subscriptions:

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

E-resources:

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

Cataloguing:

A proper system of cataloguing and indexing the collection is done to provide easy access and also to keep an inventory of the books. All offline resource materials are classified by DDC and are arranged subject-wise in the allotted book racks.

Access:

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

Renewals:

Library collections are dynamic resources and therefore, there should be constant review and renewal to ensure that the collections are relevant 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
- Knowledgeum 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 students to engage in online research and access e-resources.

Book Collection Process

- The librarian and the faculty members work collaboratively to ensure the right set of appropriate resources is 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.
- Collection of books also happen by visiting the 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 the international and multicultural awareness to which our academy is committed.
- Consideration should be given to diverse user interests, abilities, backgrounds, cultures, languages, and maturity levels.
- Materials intended for student use should be appropriate for the subject area, age, social development, ability levels, special needs, and styles of students served by the collection.

Circulation Policy

- An individual record is maintained for every student within the circulation system .
- Students who wish to take books from the library must check them out at the circulation desk.
- Students are allowed to check out books and magazines.
- Students have 3 books for two weeks borrowing allowance wherein faculty members and staff are allowed to check out 2 books for two weeks
- Students 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.
- Students should not check out materials in another person's name.
- Reissue of books by a user may be allowed a maximum of once after the first issue.
- Reference books such as encyclopaedias, dictionaries, handbooks, yearbooks, CD-ROMs, newspapers, and current periodicals will not be issued to any student. These can be read-only in the library.

Over Due and Lost Books

- Students 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 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 compulsorily 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. 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 place after use.
- Personal belongings like bags, own books, issued books, and other articles will not be allowed inside the library.
- Eatables or drinks are not allowed inside the library.
- Use laptops, desktop computers, and wi-fi for academic purposes only.
- Put furniture/chairs back in their original place while leaving the Library Block after use and return them to their proper storage shelves.
- Library infrastructure should be kept intact and used judiciously.

References

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