



The Primary School Library Policy

(valid as of October 2009)

1. The Library – Information Centre for the School

The ESM Primary School Library supports the pedagogical work of the teachers by providing resources for both staff and pupils.

From the start of their primary education, pupils develop confidence in handling books. They learn how a library is organised, how to locate different types of books and to recognise different language levels. They become familiar with the arrangement of the books in the Library and learn how to behave appropriately. A particular feature of the ESM is that children learn to appreciate the value of finding and using a range of resources including CDs, DVDs and books, in a range of languages.

During their lunch breaks it can provide a haven for enrichment, relaxation and interaction with pupils of other language sections, promoting integration.

Library resources which support the school syllabi are available to the teaching staff as well as material for individual learning support.

2 Library Operating Environment

The Library is a fundamental part of the school's pedagogical philosophy and comes under the jurisdiction of the primary school head teacher.

2.1 The Library Committee

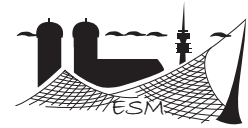
This body has been disbanded as of the school year 2009/10. Discussions and decision-making on library issues now take place at staff meetings and via email communication, supported by email communication.

2.2 Financial and Administration Concerns

In all financial and administrative matters, the librarians, with agreement of the primary school head teacher, contact the school administration directly.

2.3 External Communication

- The Library has a pigeon-hole in the staffroom.
- Important Library information, e.g. dates for returning library books at the end of the school year, is included in the teachers' weekly plan posted on the staffroom notice board. Information is also posted on the Infoscreen.
- The librarians are responsible for liaison with teaching staff, either directly or via the section co-ordinators.



- At the beginning of each school year, there is an opportunity for each class teacher to visit the Library with his/her class for a general introductory talk. Teachers and pupils are informed of new resources in the Library and reminded of the general rules.
- The librarians attend staff or relevant project meetings.
- Information about the PS Library can be accessed on the school website.

3 Organisation of the PS Library

Besides the two librarians, the Library is staffed by volunteer assistants working on a 4-hour per week basis. For each morning and afternoon slot, there should be at least two volunteers present. Slots are allocated according to the availability of the volunteers. For each language section represented in the Library, there should be a maximum of two native speakers available.

In collaboration with the teachers, a timetable is drawn up to give classes a regular library period, if so desired. This time can be used for the children to borrow books or to browse. It is important to notify the librarian if a class will not attend at their usual time.

3.1 Internal Library Tasks

Role of the volunteers **with particular regard to their language section:**

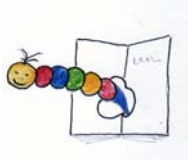
- To ensure that stock is shelved correctly and in good condition
- To make suggestions for the purchase of new materials
- To liaise with the teachers to agree on materials to be purchased, who likewise have also drawn up a list of suggestions
- To inventarise and catalogue new stock (under the supervision of the librarians) and prepare the Library books for the shelves

Role of the volunteers **in general:**

- To help with the issuing and returning of books
- To assist pupils in their search for specific books
- To supervise the conduct of the pupils
- To help with the organisation of the Library's activities and events
- To maintain contact with their respective language-section teachers, in order to assist them in their pedagogical work (e.g. European hours, individual learning needs, class visits to the Library)

Role of the librarians:

- To assist with the tasks listed above
- To coordinate the volunteers throughout the week, i.e. delegating and distributing tasks so as to ensure a smooth workflow among the 15–20 volunteers
- To recruit replacements in the case of an insufficient number of volunteers in a given language section



- To discuss all Library-related organisational matters with the primary school headteacher and with the head of administration
- To oversee the inventory and cataloguing of all primary school media

The withdrawal of outdated resources takes place after discussion with the teachers. The Library closes two weeks before the end of the school year, so that an inventory can be carried out and a written report drawn up.

3.2 Working Tools

Like the other European School libraries in Germany (Frankfurt and Karlsruhe), both the Primary School and the High School libraries in Munich use the professional library software programme, "Bibliotheka2000", developed by German library software specialist BOND. In the PS Library, this runs simultaneously on three work stations via a server. In addition, there are a further two PCs with an internet connection available in the Library, one for administrative tasks and one for the pupils.

3.3 Media Held

The Library holds a variety of media, with currently 21 European languages represented, catering for the School's diverse international student and staff body. Media fall into the following categories:

- a) Books for borrowing arranged
 - I. by language: German, English, French, plus Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, Greek, Hungarian, Italian, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Rumanian, Russian, Spanish, and Swedish
 - II. into fiction and non-fiction. Fiction is arranged according to age group, and therefore by reading level.
 - III. The borrowing books include 2nd-language reading books in English, French, and German, i.e. books intended to be borrowed by pupils learning the language of writing as a second language.
- b) DVDs and videos in various languages
- c) Audio-CDs and audio-tapes
- d) Periodicals in various languages
- e) A reference section with a wide range of reference works in various languages
- f) Two internet connections to help familiarise pupils with the internet and facilitate research for presentations and projects



4. Ordering Procedures

About 50% of the Primary School's funding for books and media is allocated to the Library. Through their daily activities, the library staff have an overall view of what materials are required in the Library, while teachers are aware of materials necessary to support the primary school curriculum, in particular, the Discovery of the World programme. Library and teaching staff together draw up lists of suggestions for purchase.

To reduce costs, the books are bought in the home country or via the internet. The librarians co-ordinate the Library funding and work closely with the school's bursar.

5. PS Library Services and Activities

- Introduction to the PS Library at the beginning of the school year for teachers and pupils.
- Introduction to the HS Library for all 5th year pupils in preparation for high school.
- Planning of special activities, organising author readings, preparing events such as World Book Day, special events in school, etc.
- Regular book displays on subject matter recommended by teachers.
- Provision of selected material on particular subjects for social studies, e.g. books, newspaper articles, websites, etc.

6. Co-operation with the High School

Both Primary School librarians liaise with the High School librarian. They exchange information concerning the Library programme and plan shared activities, such as book readings by authors and the preparation of special exhibitions. All the librarians attend professional training.

Ways of collaboration between the Primary and High School libraries will be further developed.

7. Primary School Library Rules

§ 1 General

- The School Library is an integral part of the school and reports to the school board.
- Every teacher, pupil and ESM employee has the right to use the Library in accordance with the rules of the Library.
- All volunteers, pupils and teachers are asked to observe the following guidelines and rules when using the Library.

§ 2 Opening Times

The Library is open daily **from 08.30 am** and closes **at the end of the school day**.



§ 3 Books can only be borrowed when a librarian or volunteer is present. During their first visit (at the beginning of the school year) teachers and pupils will be given an official tour of the Library so that the librarian or volunteer can explain the rules.

§ 4 Library Rules

- Pupils should be **quiet**.
- Pupils should handle books with **clean hands**.
- **No food or drink** is permitted in the Library.
- When a book is taken from the shelf, a wooden Library bookworm should be inserted in its place. This makes returning the book to the correct place easier and quicker.

§ 5 Lending and Liability

- Each week pupils are allowed to borrow **ONE** book in their mother tongue and **ONE** in their second language.
- Books have to be returned before another can be borrowed.
- Books can be renewed if necessary
- If a book is returned within the week, another one may be taken out.
- As well as two books, one video per week can be taken out.
- Returned books should be placed on the trolley provided.
- All media are considered school property.
- Books must be handled **carefully** at all times.
- At the end of the school year, parents will be notified if their children have lost any library books and sent details of their replacement cost

§ 6 Class Visits to the Library

Teachers are requested to adhere to the times agreed upon for their weekly class visit. These times are blocked off in a timetable accessible to all teachers and library staff.

Children in years 1–3 should ideally come in groups of five to eight accompanied by an adult (parent, teacher, or library staff). This has proved best practice in the past.

Pupils in years 4 and 5 may come unaccompanied in groups of no more than five to eight.

§ 7 Access during Breaks

- During **morning break at 10 am**, access to the Library is only permitted if it is raining and children cannot play outside.
- Children may access the Library for short periods only during lunch break on Mondays, Tuesdays, and Thursdays (detailed regulations are provided by the Library to the School at the beginning of every new school year).
- Books may be returned, but not borrowed, on Wednesdays and Fridays at the beginning of the morning break.



§ 8 Books that are being consulted but not taken from the Library, should not be replaced on the shelves, but placed on the returns trolley.

§ 9 Should a teacher require **non-fiction books on a particular subject**, it is important to give **several days' notice**, so that the books can be reserved.

§ 10 Making Appointments

If a class does not intend to visit the Library on a regular basis, but prefers a one-off visit, please make an appointment with the librarian to avoid conflict with other class visits.

§ 11 Teachers of 4th and 5th year classes should send a group of no more than 5–8 unaccompanied children at a time.

§ 12 Inventory of Books

New books deposited in the Library for inventory must be precisely labelled as follows:

- (a) type of book: Library book, teacher's book, class book, second-language book, donation, etc.
- (b) the name of the teacher, if appropriate
- (c) where the books should be returned, if appropriate.

8. Date of Effect

This Library policy is effective as of the 1st October 2009. Changes may be made by the librarians, subject to approval by the headteacher.