



**LIBRARY POLICY (2016-17)**

## **Library Policy (2016 – 2017)**

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The Library Policy of Calcutta International School was drafted and adopted in the year 2012. It was reviewed in the academic year 2014-15 and 2016- 17. The next review is due in the academic year 2018 -19.

CIS being an IB World School encourages all stakeholders to hold the IB Learner Profile as a compass to direct their academic (and extra curricular) activities.

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## IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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**CIS Vision** - By 2025 CIS will be recognised as a school that sets the benchmark in India for its learner-centric, individualised and holistic education. This will enable our students to be lifelong learners, with an inclusive and socially responsible world view, who can lead themselves and others in a fast changing world.

The **Mission of CIS** is to impart comprehensive, student-centred education compatible with international standards. The school shall provide a welcoming, respectful and multi-cultural environment, enabling superior academic accomplishment.

**AIM:**

The Calcutta International School Library aims to provide a gamut of print and electronic media learning resources to support the academic, artistic, creative, recreational and cultural development of all students. It has been designed to provide a stimulating environment to encourage every student to nurture in themselves a love for reading and lifelong scholarship. The library would continuously strive to keep its resources and services up to date and student centric.

**OBJECTIVE:**

To provide access to student and teachers to variety of resources i.e. books, Journals, online resources etc.

**MISSION:**

Librarians, teachers and students are partners in the procedure of continuous interaction for teaching and learning. The preparatory point of practical learning are the resources, and therefore the library aims to:

- Provide access to a variety of print and non print learning resources that have been carefully chosen keeping in accordance with the educational needs and different curriculum followed at CIS.
- Communicate to teachers about all resources available in the Library and to work with them in search of new resources for collection and development to support teaching and learning at CIS.
- To organize, manage and ensure appropriate use of facilities/services.
- Support students by inculcating a love for reading through information literacy and teaching research skills.
- The library resources collection is organized for efficient use by students, teachers and staff.

**ACCESS TO LIBRARY AND ITS RESOURCES:**

- The library working hours are similar for students as well as teachers.
- Policies and practices regarding the use of resources and services are to support free and open access to information.
- The library provides internet connections for students and staff to engage in research and communication.
- Computers can only be used under the supervision of the Library staff.
- The library attempts to exhibit a physical environment which is conducive to learning for students, teachers and staff.
- The library organizes its resources and information in accordance with the relevant international standards.

### **ENTITLEMENTS FOR BORROWING:**

Class I-V Book for 1 week

Class VI-XII Book for 2 weeks

Reference materials can be accessed in the reading area and used in the library only. These publications are resources that are used extensively by students and teachers for general reference. Under special circumstances, they can be borrowed by teachers for classroom use. Reference resources will not be allowed for home lending/ reading. CD's/DVD's are for the use of teachers and staff only.

### **LIBRARY RULES:**

The Library urges all students to make use of its resources optimally but sensibly.

In this regard, students are required to observe the following:

- The library being a learning area, students are expected to be silent.
- All students are required to take good care of the resources in the library.
- Students are expected to treat the Library environment with respect and the Library staff with consideration.
- The Library staff has the authority to maintain discipline.
- Eating and drinking is not allowed in the Library.
- Students must keep the Library in order.
- Wherever furniture is rearranged for learning convenience, the same must be returned to its original position.
- Students are not allowed to bring bags or other material, except notebooks, inside the Library. This also includes books that do not belong to the Library.
- Students are expected to take their belongings with them when leaving the Library. Please note that the Library will not be responsible for the loss of the students' possession.
- For any delay in returning the items borrowed, students will be charged an overdue fee of Rs.5/- per week.

### **DUE CARE OF BOOKS AND OTHER RESOURCES OF THE LIBRARY:**

- Students are responsible for the books and other resources checked out against their names, and are therefore expected to take good care of them.
- Marking and dogearing pages on books and other resources of the Library are prohibited.
- It is an offence to take away a book or any other publication including magazines, prospectuses and newspapers from the Library.
- Please note that the School will initiate appropriate disciplinary action against any student caught or found attempting to mutilate any resources belonging to the Library.

### **LOSS OR DAMAGE OF LIBRARY MATERIALS:**

All students are responsible for loss or damage of Library items/textbooks used by them. If a student misplaces or loses the library book then he/she shall be liable to pay an amount equivalent to the price of the book. In the event of a student losing books on more than two instances, the parents would be called to the school and the students may have to forego borrowing facilities for extended periods.

Students are expected to cooperate with the Library Staff in providing of learning resources and services to support their learning endeavours. For any assistance regarding the Library please contact the School Librarian.

### **COPYRIGHT POLICY:**

We respect international copyright and intellectual property right law and we resort to photocopying of materials as permitted by law.

For Books: One topic or 10% of the document.

For Journals: One article from a journal issue or 3 articles if they are on the same chapter and together comprise less than 10% of the total journal issue.

No copyrighted material should be reproduced without prior written permission from the copyright owner unless a clear “educational fair use” exception exists.

Educational Fair Use of printed material and recordings: Teachers and educational staff are allowed to make single copies for their own use in research or classroom preparation of the following copyrighted works:

- a topic from a book
- an article from a periodical
- a short story, an essay or a poem
- a chart, a diagram, a picture or a graph from a book or a periodical
- a short excerpt (up to 10%) from a performable unit of music for study purposes.<sup>1</sup>

Teachers and educators are permitted to make multiple copies for use in the classroom (no more than one copy per student) of the following works:

- a complete poem
- an article or a story
- an excerpt from a prose work
- one chart, diagram, picture per document
- up to 10% of a performance unit of music.

Educational staffs are permitted to make a single recording of student’s performances for evaluation, rehearsal or archives; a single recording of an oral exercise or examination and/or an emergency replacement copy to substitute for a purchased copy is not available.



### **INTERNET USAGE:**

The Library/Reading Room staffs expect the students to appreciate that it is a privilege to use the ICT resources in the library. The students are encouraged to use technology for accessing information and for research connected to classroom projects and assignments. They are discouraged from playing games or using the internet for non-academic activities when others require the system for academic use. The students are encouraged to use the technology in the library in a responsible manner.

### **COLLECTION DEVELOPMENT AND RESOURCE SELECTION PROCESS:**

1. The library collection should be developed for supporting the school curriculum and core subjects.
2. It should also have scope for accommodating contemporary resources (electronic, print and non print, fiction, non-fiction, literature and subjects taught in the school).
3. The library should comprise a wide range of literary and factual texts reflecting different cultures and perspectives as well as making these available in the languages more relevant to its user by which internationalism will be promoted.
4. The library should develop a balanced collection of texts to support the whole school curriculum as well as catering to teachers and students interest in current events, scientific innovation, research and recreational pursuits.
5. The library should develop and enhance resources for professional development for teaching and non-teaching staff. Also, the library should have fundamental and contemporary resources pertaining to information literacy.
6. Selection of library material should be based on our collection development perspective and age appropriate criteria. Resources shall be appropriate in terms of subject area, emotional development, ability level learning styles and overall development of the students.
7. Resources will be selected using a range of selection tools: such as publishers catalogue (Print, Non print and online/Digital, educational and literary and professional websites) as a result from requests from Teachers, staff and students in a standard format circulated by Library Department.
8. Recommended resources enlisted on CIE, IBO and professional organization website / catalogue will be selected for building the library collection.

### **APPLICABLE TO:**

This policy applies to all students and teachers.

### **RATIONALE:**

Library provides access to printed and online resources which are helpful and supportive for school's learning and teaching program.

## **Library Policy Implementation, Evaluation and Review**

This policy is a working document of Calcutta International School and the school acknowledges that it will be reviewed by taking update from all stakeholders (The faculty, DP Coordinator, Principals and Mid-Management members) before the next review date and if there is any change made in IB/CIE guidelines.

### **Members involved in drafting the policy:**

1. All teachers of Calcutta International School
2. Librarians (General Library, Reading Room)
3. IBDP Coordinator, Section Heads (Senior, Middle, Junior and Primary School)
4. Principals (Senior School and Junior School)
5. All parents (as a member of CISS)
6. Board of Governors (CISS)

### **Bibliography:**

The following documents and sources were used in the creation of the Library Policy:

1. Calcutta International School Diary.
2. Calcutta International School Library Policy 2012, 2014.
3. <https://www.barnstable.k12.ma.us/site/default.aspx?PageType=19>