

Tabubil International School

LIBRARY USAGE POLICY

August, 2011

Tabubil International Primary School has a well stocked library primarily for student use. The library has a collection of fiction, nonfiction, picture and big books, as well as some other resources. Resources in the library are continuously being updated.

In addition, each class has a number of readers for class use, and in the most grades some take home readers. These are not library books, but class books and are used to supplement each teacher's reading program.

The aim of our library is to encourage a love of literature and enable students to research and find out more about the world they live in.

Each class will have regular library times for browsing and borrowing of books planned in their weekly timetable. In addition, the library is open for students at lunchtimes from 12.15pm – 12.40pm. In the case of wet weather, the wet weather library roster will apply.

Students, teachers and parents are allowed to borrow from our library under the following conditions:

Students (Prep to Grade 3)

Students in these grades are allowed to borrow 1 book for a maximum period of 1 weeks.

Students (Grade 4 to Grade 7)

Students in these senior grades are allowed to borrow 2 books for a maximum of 2 weeks. In addition, senior students are allowed to borrow these books over the mid semester holidays, however not over the end of Semester holidays (mid year and Christmas)

Students (Pre-School)

The pre-school library is a part of the main school library; however books are borrowed and exchanged by the pre-school teachers. Students in the Pre-School are not allowed to borrow books from the pre-school/school library.

Teachers

Teachers in all classes are allowed to borrow a maximum of 60 books for their class, for the duration of the school term.

Parents

Parents are invited to browse and borrow books on behalf of their children (they must be registered as a borrower) under the same conditions as the grade their child is in. Borrowing times for parents is after school from 2.15pm-3.00pm.

Community

The School also has a small community library of novels available for the community to borrow. This is located in the school staff room. Membership is by donation of a novel, and borrowing is on a trust basis, with books being returned prior to new books being borrowed. 2 books per person is allowed to be borrowed at any one time.

Overdue Books

People with overdue books are not allowed any further borrowing privileges until the overdue book is returned or a lost book fee is paid.

Lost/Damaged Books

Books that are lost and/or damaged will incur a replacement fee of 50 kina/book. This also includes Take Home Readers from the classroom.

Stocktaking

The Library is closed for borrowing during the last week of each term.

The exception being Term 1 and Term 3 when Grade 4/5/6/7 students are allowed to borrow, with their teachers consent, for the upcoming school holidays.