

Rules and services of school libraries

Suresh Kumar

Librarian, Shiv College of Education, Tigaon, Faridabad, Haryana, India

Abstract

The provision of School Library service must be open to the whole school community regardless of gender, race, and economic and social status, religious faith, nationality, language, and physical disabilities. The School Librarians should see to it that specific services and materials are provided to those who are for some reason unable to use mainstream library services.

Keywords: School, Library, Service

1. Introduction

The word 'library' is rich in tradition, meaning, and usage. The definitions of 'school library' given by various library scientists and associations reflect this heritage. Throughout the world the Library of a school is considered as part and parcel of the academic set-up. It is created and maintained to serve and supports the educational activities of the school. The recommendations of numerous commissions and committees established by the Government of India and various other states for the improvement of school education can bring in desired results provided the school has the full complement of library resources, personnel, and necessary infrastructure. So far the school library has not been given its rightful place in the scheme of things. Nevertheless, it can play a very important role and help the school in achieving the educational objectives. If we recognize the value and importance of informal system of education, then library method of self-education is sure to get its due place.

The school Library provides information, inculcates ideas, and develops knowledge that is so essential to functioning successfully in today's information and knowledge based society. It is fundamental to school library to equip students with lifelong learning skills and develop in them creative thinking and imagination, and enabling them to live as ideal and responsible citizens.

Thus, the school library must be made the hub of all the activities planned and executed in school. It can be used by students to prepare for their next class period, home examination, general education, information, competitions, recreation and inspiration. To cater to the wide varieties of demands of students and teachers it has to judiciously select and procure the prescribed/recommended text-books and other reading material from different sources, technically process it by making use of a standard scheme of classification, catalogue it to provide various access points, organise the collection on scientific lines, circulate the documents and disseminate the information in the manner most liked by the students and teachers. In addition, the school library has to serve a resource centre as well.

In Europe and other developed countries of the world a greater emphasis is laid on the library method of teaching. The School Library Staff support the use of books and other information services which range from the fictional to documentary, from print to electronic within the four walls of the library as well

as outside. This is all done to enthuse the young minds of pupil to unfold their self and discover their potential. A lot of assignments are given to the pupil for whom they have to sit and work in the library itself. This method of teaching makes them skillful and discriminating users of library resources and services. Although the school library has been recognised as an essential component of a good school, yet many schools of our country lack library facilities. From the prevailing picture of school situation in our country, it can be seen that much remains to be done in providing our schools with well-organized libraries, particularly so in far flung rural areas. Currently, the situation is such that a few books locked in a classroom are given the status of a library. Millions of our school children, other than those studying in public schools, are being deprived of the full complement of library resources and services, which they need and are entitled to. Even in schools where library facilities exist, the picture is not very bright. The condition of these libraries is below the standard when compared with their foreign counterparts.

In the education of young child, the printed and other audio-visual resources are essential and needed in abundance. These resources are the basic tools, which are required for the effective teaching and learning. Our educational planners and administrators have rightly stressed the point of view of quality education. It is through the library that the material needed by teachers and students can be supplied efficiently and economically and its adequacy and quality assured. Merely stocking the reading material in schools is not enough. Care must be taken to get these materials properly organized and make the same easily students and teachers. All schools, irrespective of the number of accessible to students registered, should be provided with a library organized on modern lines and supervised by a qualified trained librarian. The provision of adequate supporting staff is very much essential in achieving excellence in library and information services.

All schools have a Library period in their Time Table for all classes. Students go to the Library during this period to get the books issued or returned. The time available with the Librarian for each group is so little that he hardly gets any time to do anything else other than normal 'issue and return' of books. The school authorities will do well to relieve the Librarian from any formal teaching work and encourage him to take extra interest in promoting library use for the larger good of students. The Principal of the school should ensure

regular and timely release of funds for the purchase of reading material. Necessary tools required to technically process the reading material such as latest edition of classification scheme; cataloguing code; and list of subject headings should be made available to him. Full cooperation needs to be extended to the Librarian in the timely dissemination of information.

2. Purpose of the school library

School library media centers in the 21st century can, and should be, hubs for increased student achievement and positive focused school reform—Kathleen D. Smith

The school library exists to provide a range of learning opportunities for both large and small groups as well as individuals with a focus on intellectual content, information literacy, and the learner. In addition to classroom visits with collaborating teachers, the school library also serves as a learning space for students to do independent work, use computers, equipment and research materials; to host special events such as author visits and book clubs; and for tutoring and testing.

School libraries function as a central location for all of the information available, and a school librarian functions as the literary map to the resources and materials found within the library.

A school library functions as an opportunity for educators to work with librarians in support of a resource center for the students to be able to safely access the internet for both school work and interacting with each other.

3. What after Reference Service

Reference Service is the penultimate item of work in a library and circulation work is the last item of work. Circulation work is governed by the rules of library. They are given in the succeeding section of this chapter

3.1 Hours of Work

- a) **Definition:** The term 'Hours of Work' denotes the working days in the year and the working hours in a day. The term 'Working Hours' denote, the hours of access to the library to its user – consultants and members.
- b) **Fixing of the hours of the library:** The headmaster will fix the hours of the library from time to time.
- c) **Sample rule about hours of the library:** For the time being the headmaster has fixed the working hours of the library as follows:
 - i. On all days from 7 am to 9 pm; however.
 - ii. The loan counter will be closed at 8:30 pm.

3.2 Admission to the Library

- a) **Library identity card:** Each student of the school will be given by the headmaster a Library identity Card. A small size photo of the bust of the student will be affixed to the Library identity Card.
- b) **Production of the library identity card:** Each student should show, to the circulation assistant at the entrance gate of the library, Library Identity Card to enter the library.
- c) **Teacher and outside members:** No Library Identity Card is necessary for a teacher of the school or for a specially admitted outside member.

3.3 Library Civics

i) Prohibited categories: No reader will be allowed to take into the library:

- A stick, an umbrella, a box, a bag or any similar receptacle.
- Any book of his or of the library without special permission of the circulation assistant.
- Dog or any other animal.
- Any person accompanying the reader, except with the special permission of the circulation assistant

ii) Prohibited action inside the library: While inside the library no reader will be allowed to:

- Break the silence in the reading room by talking to other or by action of any kind, such as humming a tune, putting something on the table with a bang or dropping anything down to the floor.
- Spit or smoke in any part of the library.
- Sleep in the reading room or in any other part of the library.
- Stay in the library after the closing hour.

3.4 Respect to Library Property: No reader shall:

- Do any damage to any fitting or furniture or the floor of the wall of the library.
- Do any damage to any book or other kindred reading material of the library.
- Write or make any mark on any page of any book or other kindred reading material of the library.
- Trace or mechanically reproduce anything from any book or other kindred reading material of the library, without written sanction of the circulation assistant.
- Replace on the shelf any book or other kindred reading material taken for use; in particular.
- Deliberately misplace any book or other kindred reading material and thus lead to difficulty in its being located by anybody else.

3.5 Responsibility for damage done: The reader concerned shall:

- Deposit with the circulation assistant the cost of the damaged book or other kindred reading material, as fixed by the circulation assistant.
- Replace the damaged book or other kindred reading material by a fresh copy, and then get back the deposit made by him in this behalf.
- Authorise the library to buy a fresh copy, and to adjust his deposit amount thereafter.
- Do similarly with regard to any other property of the library

3.6 Loan Privilege

i) Person Entitled to Loan Privilege: The following are entitled to borrow books from the library for use outside its premises:

- a) Each student of the school.
- b) Each teacher of the school.
- c) Any specially admitted outside person.

ii) Member of the Library: The term 'Member of the library' denotes any person entitled to the loan privilege of the library.

iii) **Member's Ticket:** Each member will be given members Tickets as shown below:

- a) **Each student:** Two tickets with their backs reinforced by green calico.
- b) **Each teacher:** - Six tickets with their back reinforced by red calico.
- c) **Each outside member:** - Two tickets with their back reinforced by yellow calico.
 - i. **Issue of a Book:** A book will be issued to a member only in exchange for one of his member's tickets to be kept in the charged tray of the counter.
 - ii. **Return of Book:** In returning a book to the library, on or before the due date, the member should get back from the circulation assistant one of his charged tickets.
 - iii. **Return of Over- Due Book:** On returning an over-due book to the library, the member should pay to the circulation assistant a receipt to be granted by him, the over- due charge claiming his member's ticket.

3.7 Lost Ticket of a Member

- **Report of Loss of Ticket:** On losing any of his tickets a member should make a written report about it to the headmaster stating the Number of the Ticket Lost.
- **Period of Time for Search:** Three months' time will be allowed for a member to trace out his lost ticket. If traced out he should inform the headmaster about it. If not, at the end of the three months, he should give to the headmaster a second report stating the result.
- **Indemnity Bond:** For every Member's ticket reported lost but not traced out, the member should give an indemnity bond in the prescribed form and pay a fee of one rupee to the headmaster.
- **Issue of Duplicate Ticket:** On the receipt of the Indemnity Bond and the fee thereof, a duplicate Member's Ticket will be given to the member.
- **Vigilance about Lost Ticket:** The Circulation Section will keep a Black List of the members Tickets reported lost. On any of them being presented by any person at the charging counter, the ticket will be confiscated by the circulation assistant; and the person concerned will be sent to the headmaster along with a report on the case.

3.8 Conditions of Loan

- **Soundness or Otherwise of The Copy Taken Out on Loan:** Before leaving the counter, a member shall satisfy himself as to whether the book lent to him is in sound condition, and if not, he shall immediately bring the matter to the notice of the circulation assistant. Otherwise at the time of the returning of the book he is liable to be asked to pay the cost for purchasing a new copy of the book.
- **Documents Not Available for Loan:** Periodical publication, Dictionaries, and such other documents declared by the headmaster as reference books, cannot be taken on loan, except with the permission of the headmaster in any particular case.
- **Bound Volume of Periodical:** Notwithstanding Sec UA each Teacher- Member can take a bound volume of a periodical on loan.
- **Sub – Lending:** No member shall sub – lend any book taken on loan from the library.

- **Period of loan:** Any book taken on loan from the library should be returned on or before the end of a fortnight.
- **Books in Unusual Demand:** Any book in unusual demand may be lent out for a short period fixed by the headmaster, including for overnight only. As an alternative, a book in extraordinarily unusual demand such as a text- book during examination season- may be declared by the headmaster to be a reference book until a prescribed date. A book lent for overnight only shall be deemed to be due for return at or before 10 am on the next day.
- **Over – Due Charge:** On a book not being returned on the due date, an over- due charge of fifty paise per day shall be levied till its return.
- **Renewal of Loan:** A Loan may be renewed for a further period of one fortnight provided:
 - a) The renewal application reaches the circulation assistant not less than three and not more than six clear days before the due date of the book.
 - b) No other member has applied for the book in the meantime. Not more than three consecutive renewals shall be allowed for the same book without its production in the library for inspection. In the case of condition 2 in Sec UA87 not being satisfied, the circulation assistant shall cause a letter to that effect to be sent to the member. And the Member should return the book on or before the due date.

3.9 Disability from Loan:

A Member owing any sum of money to the school is liable to be refused loan of books from the library.

4. References

1. All India Council for Technical Education - www.aicte.ernet.in
2. Association of Indian Universities - www.aiuweb.org
3. British Council site with loads of resources and activities - www.learnenglish.org.uk
4. Central Board of Secondary Education - www.cbse.nic.in
5. National Institute of Open Schooling - www.nios.nic.in