Library Policy
IB Mission Statement:

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

CPS Global School Mission Statement:

To offer a dynamic educational program to students of diverse backgrounds that encourages excellence through inquiry based approach and collaboration to groom them to become lifelong learners; inculcate intercultural understanding and respect among the community; enables seamless transition from school to tertiary education anywhere in the globe; practices the ethics of love and compassion towards all and commit themselves to become socially responsible adults in creating a peaceful world.

IB Learner Profile:

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

Library Policy:

Library is the central hub of knowledge and it plays a vital role in connecting both staff and students in skimming through relevant and appropriate resources to support the whole-school curriculum. Library gives access to all students and staff to acquire information on global issues and diverse perspectives so that our learning community read, explore new ideas and carry out research. This integration strengthens both the teaching and the learning process among staff and students to develop the vital skills necessary to locate, analyse, evaluate, interpret and communicate information and ideas.

Aims and Objectives:

- Knowledge hub of the school and disseminate knowledge as widely as possible.
- Facilitate conception of new knowledge.
- Provide balanced collection of resources in various media to support teaching and learning across all subject areas.
- Provide books for recreational reading and encourage the habit of reading for pleasure.
- Support independent study habits.
- Maintain a quiet and attractive environment for study.
- Advise on and monitor the use of ICT in the library context.
- Provide equal opportunity to all students and staff to access resources based on their educational needs.

Information Literacy at CPS Global School:

At CPS GS, the emphasis within the information literacy process is on the Higher Order Thinking Skills (HOTS), which learners require in order to transform information into knowledge. Information literacy focuses on both aspects of information: input and output, where learners are engaged as the users and producers of information as well as the creators of knowledge. Students are at the centre of the learning process at CPS GS and they are motivated to learn independently, in a rich curricular ecosystem, within and across all disciplines.

General Guidelines for the Library:

- **Core Collection:** The library maintains a well-rounded core collection of resources. The core collection consists of subject specific textbooks, picture and board books, pop-up-books, world classics, autobiographies, dictionaries, encyclopedias, reference materials, maps, atlas and CD ROMs. Besides the core collection, exclusive editions of general books on particular topics/subjects, fiction and nonfiction books for regular issue are also available in the library.
- **Language Resources:** Books in different languages are included to support the learning of mother tongue among students.
- **Subscriptions:** The library subscribes periodicals, journals, magazines and newspapers and displays them on the magazine racks.
- **E-resources:** The library has institutional membership with the American Consulate Library and British Council Library, for staff and students to access books and e-resources.
• **Cataloguing:** A proper system of cataloging and indexing of the collection is done to provide easy access and also to keep an inventory of the books. All offline resource materials are catalogued/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.

• **Weeding out of books** should be a regular feature and should be carried out with the approval of the competent authority, at least once in a year.

• **Environment:**
  - The library should maintain discipline and a quiet purposeful environment so as to encourage independent study and learning.
  - CPS GS ensures that the furnishings are well maintained and adequate for the numbers 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.

• **Budget:**
  - CPS GS ensures that the library budget is consistent, adequate, spent proportionately across needs and departments.
  - The Librarian ensures that best quality and range of resources is obtained at the best possible value across a variety of suppliers.

**Book Collection Process:**

• The librarian and the teachers work in collaboration to ensure that the right set of appropriate resources are 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 to the Librarian who in turn presents it 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 sent to different publishers/distributors for the price quotation. Purchase order is placed to the publisher for the best quote after getting approval from the Committee.

• Collection of books also happens by visiting the IB store, Book Fairs, Online book stores and shopping websites. Students are also encouraged to bring books, if found suitable for the school library.

**Criteria for Selection:**

• Resource materials are selected to support, enrich and extend the school’s curriculum and to encourage informational, educational and recreational reading.

• The focus is on selecting resources with rich, authentic and stimulating language by authors from a variety of cultures and backgrounds in order to foster the international and multicultural awareness to which our school 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 learning styles of students served by the collection.
Circulation Policy:

- An individual record within the circulation system is maintained for every student.
- Students who wish to take books from the library must check out at the circulation desk.
- Students are allowed to check out books and magazines.
- Each Grade level has the following borrowing allowance:
  - Primary – Grades 1 to 5 – One book/week
  - Secondary – Grades 6 to 8 – Two books for two weeks
  - IGCSE and IBDP – Grades 9 to 12 – Three books for two weeks (Including Magazines)
  - Teachers are allowed to check out 2 books for two weeks.
- Students may reserve books. Books may 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 on another person’s name.
- Reissue of books by a user may be allowed maximum once after the first issue.
- Reference books such as encyclopedias, dictionaries, handbook, yearbooks, atlas, CD-ROMs, newspapers and current periodicals will not be issued to any student. These can be read only in the library.
- Vertical File Materials: This is a collection of clippings, pamphlets, and other non-book materials arranged for ready reference. These materials cannot be taken out of 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, he/she has to either replace the book 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 the book or pay the current full price of the book.
- In case a book belonging to a set of series is reported lost or damaged, the defaulter has to pay the cost of the entire set, if single volume is not available for sale.
- Failure to return books on time would compulsorily lead to penalty of Re.1 per day.

Library Rules:

- Respect for co-users should be maintained in the library by keeping voices to a minimum and by staying on task.
- Books when borrowed should be checked whether the books issued are in good condition and any damage should be immediately reported to the Librarian.
- Resources should be handled with care. Users are not allowed to tear, highlight, underline, write, stick post-it notes or use other adhesive markers in books.
- Resources should be put back from wherever it is taken.
- Personal belongings like bags, own books, issued books and other articles (except laptop) will not be allowed inside the library.
- Eatables or drinks are not allowed inside the library.
- Laptops, Desktop Computers and Wi-Fi in the Library should be used for academic purposes only.
- While leaving the Library Block after use, the furniture/ chairs to be put back in their original place and resources should be returned to their proper storage shelves.
- Library infrastructure should be kept intact and used judiciously.
Library Timings:

Students can access the library during school hours between 09:00 am to 04:40 pm on all working days (Monday through Saturday), except second Saturday, public holidays and other school holidays. On prior request, the residential students can access the library during holidays. Students can borrow books in the scheduled library time and during morning break and lunch.

*CPS Global School is working its level best to be a full fledged store house of knowledge and ensures that whoever steps in with knowledge thirst be aptly quenched.*