



Smart Innovations School

Library Policy at SIS

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Introduction

The library at Smart Innovations School plays a pivotal role in supporting the Primary School Programme (PSP) by fostering inquiry-based learning, research skills, and a love for reading. This policy provides guidelines for library access, circulation, collection development, digital resources, and student engagement to ensure a dynamic, inclusive, and student-centered learning environment.

Library Access and Usage

- The library is open to students, teachers, and staff during school hours.
- A scheduled library period is allocated for each class to promote regular engagement.
- Students must handle books and resources with care and return them on time.
- Food, drinks, and loud conversations are not permitted in the library.

Borrowing and Circulation

- Students can borrow up to two books at a time for a period of one week.
- Teachers can check out resources for an extended period based on curriculum needs.
- Books may be renewed unless requested by another user.
- Overdue books will result in a borrowing restriction until the book is returned or renewed.
- Lost or damaged books must be replaced or paid for by the borrower.

Collection Development

- The library collection is curated to support PSP's transdisciplinary themes and Learner Profile attributes.
- The selection of materials is based on relevance, quality, diversity, and alignment with the school's educational philosophy.
- Regular review and weeding of outdated materials ensure an up-to-date collection.

Digital and Technological Resources

- The library provides access to online databases, e-books, and digital tools for research.
- Responsible digital citizenship is expected from all students using online resources.
- Copyright laws and ethical use of information are emphasized in all research activities.

Inquiry-Based Learning Support

- The library collaborates with homeroom teachers and specialist teachers to integrate research and inquiry skills into the curriculum.
- Resources are curated to support student-led investigations, interdisciplinary projects, and independent learning.

- Librarians conduct workshops on:
 - Digital literacy and ethical research practices
 - Effective note-taking and summarization techniques
- The library provides age-appropriate research guides and templates to help students navigate the inquiry process.
- Inquiry stations and research corners are set up in the library with relevant books, online resources, and inquiry prompts for each grade level.
- Students are encouraged to document and present their findings using various formats, such as:
 - Research reports
 - Digital presentations
 - Infographics
 - Podcasts or video explanations
- The library hosts student exhibitions and inquiry fairs, where learners showcase their research and findings to peers, teachers, and parents.
- Guest speakers, authors, and experts are invited to share insights and inspire inquiry-based learning.
- Collaborative research projects are encouraged, allowing students to work in teams to explore real-world issues.

Academic Integrity and Referencing

- Building a Culture of Honesty: Students are introduced to the concept of academic honesty from an early age, fostering a sense of integrity and responsibility in their learning.
- Understanding Originality: Simple, age-appropriate discussions help students understand the difference between their own ideas and borrowed information.
- Introduction to Referencing:
 - Younger students (Grades 1–3) learn the basics of giving credit by mentioning "where they got the information" (e.g., books, websites, or people).
 - Older students (Grades 4–5) are introduced to formal referencing techniques using simplified APA formats, including author names and publication years.
- Guided Citation Practice:
 - Librarians and teachers provide step-by-step guidance on how to create citations.
 - Templates and graphic organizers are available to help students record sources correctly.
- Plagiarism Awareness Through Stories and Activities:
 - Simple stories and role-playing activities help students understand why copying someone else's work is unfair and unethical.
 - Classroom discussions and quizzes help reinforce the idea of original thinking and paraphrasing.
- Use of Age-Appropriate Plagiarism Tools:
 - For younger students, teachers use classroom discussions and peer reviews to reinforce the importance of writing in their own words.
 - Older students may be introduced to plagiarism detection tools in a supportive way, teaching them how to check their work before submission.
- Encouraging Responsible Research:
 - Inquiry-based projects include a component on referencing to reinforce best practices.
 - The library provides posters, bookmarks, and worksheets with easy-to-follow guidelines on citation.
- Collaboration with Teachers: Teachers work alongside librarians to integrate academic integrity lessons within projects and assignments.

Behavior and Conduct

- Students must respect library rules and maintain a quiet learning environment.
- Misuse of library resources or disruptive behavior may lead to temporary suspension of library privileges.
- A library code of conduct is displayed prominently to remind students of expected behavior.
- Students are encouraged to take ownership of library spaces and maintain cleanliness.
- Mobile phones and electronic devices should be used responsibly for academic purposes only.
- Collaborative discussions should be conducted in designated group study areas to ensure minimal disturbance.
- Any form of bullying, harassment, or inappropriate behavior will not be tolerated and may result in disciplinary action in accordance with school policies.
- Students are responsible for returning books and materials to their designated areas after use.
- Teachers and librarians will provide guidance on appropriate library etiquette.

Community and Parental Involvement

Encouraging Parent Participation:

- Parents are invited to visit the library with their children and explore books together.
- Family reading sessions encourage storytelling, read-aloud activities, and book discussions.
- Parents are given recommendations for age-appropriate books to support reading at home.
- A parental book borrowing system allows families to check out books for shared reading experiences.

Special Events to Promote Literacy:

- Library Week / Book Week: A dedicated week filled with engaging activities such as:
 - Guest authors, poets, and storytellers hosting interactive sessions
 - Book swaps where students can exchange books with peers
 - Library treasure hunts to help students explore different genres
- Character Dress-Up Day:
 - Students and teachers dress as their favorite book characters.
 - A parade and storytelling session highlight key books and authors.
 - A “Guess the Character” game helps children engage with books in a fun way.
- Book Fairs:
 - Organized in collaboration with local bookstores and publishers to provide access to quality books.
 - Parents and students can purchase books at discounted rates to build home libraries.
- Parent-Led Storytelling Sessions:
 - Parents are invited to share folktales, cultural stories, or their favorite childhood books.
- Library Volunteer Program:

- Parents can support library activities by helping during events, organizing shelves, or reading to younger students.
- Reading Buddies Program:
 - Older students mentor younger ones by reading together, promoting peer learning and literacy development.

Policy Review and Updates

- These policies will be reviewed annually to ensure alignment with PSP's educational philosophy and best practices.
- Feedback from students, teachers, and parents will be considered in policy revisions.
- Regular assessments of the library's impact on student learning will inform updates and improvements.

Conclusion

At Smart Innovations School, the library serves as a hub for inquiry, research, and lifelong learning. This policy ensures that our library continues to be an inclusive and enriching environment for all members of the school community.

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