



G.D. Goenka World School Library
Making a Difference

Foreword from IB for Library

The library in an IB World School is potentially a central link for promoting and facilitating effective teaching and learning across the curriculum. It can provide access to relevant and stimulating material necessary for a variety of needs and purposes such as for inquiry, as well as to information that supports learning, and to fictional literature encompassing many genres. In addition to printed and illustrated texts, the modern school library offers access to quality digital resources. But a school library is more than just a provider of resources; it is also a place for learning through inquiry, for modeling and stimulating collaborative practices and creating meaningful knowledge with teachers, students and families as part of the learning community. A librarian plays an important role in establishing a school-wide ethos of learning. As integral members of a school's IB learning community, librarians need to be fully aware of the philosophy that underpins IB teaching and learning so they can support inquiry, action and reflection in the library and beyond.



INFORMATION LITERACY

TEACHING AND LEARNING

READING

OUT OF HOURS

SCHOOLS LIBRARY SERVICE

SCHOOL LIBRARIES
MAKING A DIFFERENCE

SCHOOL DEVELOPMENT

THE LIBRARIAN AS READING CHAMPION AND INFORMATION BROKER

PARTNERSHIP

ICT

THE CURRICULUM



The Library Heart of the School

The objectives of G.D. Goenka World School Libraries are:

- The knowledge hub of the school and disseminate knowledge as widely as possible. Facilitate creation of new knowledge.
- Facilitate optimal use of knowledge by all staff and students.
- Ensure easy access to the facilities available to all staff and students.
- Encourage and foster reading habit among staff and students.
- Effectively participate in the teaching-learning programmes of the school.

In order to achieve these objectives the library will undertake to:-

- Serve as the center of information for the student and teaching communities and provide easy access to national and global knowledge.
- Offer an inviting and attractive physical space with proper seating arrangements and other amenities.
- Ensure that staff and students are treated with courtesy and offered all assistance in their pursuit of knowledge.
- Offer proactive services to all users.
- Optimize its potential to provide access to information and knowledge to all by proper display, categorization and classification of resource materials.
- Help all the users to develop the skills to make optimum use of all the facilities.
- Undertake activities to foster an interest in books and increase involvement in the library.
- Improve the collection and services on a continuing basis in consultation with users/stakeholders.
- Workout a programme in consultation with teachers for the effective use of all types of library materials.
- To work effectively and efficiently by undertaking every activity in a professional manner.

The above said objectives could be achieved only with the help of a properly planned and well instituted School Library Programme. The Libraries at G.D.Goenka World School have been putting efforts to live up to the expectations of the teaching and learning community by following a planned library programme.

Libraries, Learning and the Curriculum



Top Ten Steps to Success:

- Range of stock to reflect the whole curriculum
- Collaborative planning between teaching staff and the librarian
- Use of the library included in curriculum planning and schemes of work
 - Collections of resources for topic teaching
- Texts to support literacy across the curriculum
 - Fiction to support curriculum topics
 - Identified and bookmarked websites
- Celebrating success - displaying pupils' work
- Links to outside agencies - especially the Schools Library Service
- Regular current awareness bulletins for teaching staff – detailing how the school librarian's resources and skills can support new curriculum initiatives

“It has been demonstrated that, when teachers and librarians work together, students achieve higher levels of literacy, reading, learning, problem solving and information and communication technology skills”

UNESCO/IFLA School Library Manifesto 2000

Making teaching more effective and efficient

The LIBRARY and Information Literacy

DEFINITION

Information Literacy is the ability to locate pertinent information, evaluate its reliability, analyze and synthesize the information to construct personal meaning and apply it to informed decision making.

Pam Berger, Internet for Active Learners. American Library Association.



The Role of the School Library

- To take a lead role in teaching and learning information literacy across the curriculum
- To collaborate with teaching colleagues to embed information literacy across the curriculum
- To provide targeted teaching for pupils and inset for staff
- To provide an environment suitable for group and independent research
- To provide a wide range of resources
- To provide opportunities to browse and discover
- To stimulate independent learning

TEACHING OF INFORMATION LITERACY SKILLS AND LIBRARY SKILLS

Students learn Information Literacy Skills which enable them to:

- Access Information efficiently and effectively
- Evaluate Information critically and completely
- Use Information accurately and creatively.

Students also learn to locate and retrieve resources and information with the help of Dewey decimal classification system. They are also exposed to use E catalogue and E-Resources put up on school server.

Learning Outcomes

The pupil

- Identifies problems and relevant questions
 - Accesses and evaluates information critically
 - Compares and contrasts key ideas and concepts
 - Synthesizes relevant information
 - Reflects and questions conclusions
 - Communicates effectively with understanding and originality
- These outcomes involve skills that reflect progression and learning.

LIBRARY - promoting literacy, inspiring reading

Through reading we live different lives and discover new emotions - it promotes empathy, enhances citizenship and supports emotional literacy. The National Strategies recognize the importance of school libraries' inspirational promotion of reading in supporting literacy skills. Reading plays a paramount role in children's educational pursuit and it promotes a deep awareness and build up the child emotionally and intellectually.

Star Reader Program is aimed at improving reading habits among children aged between 5 to 10 yrs. In this program children are reinforced to read more and more books and give write up including title, author, main character and description of story and we will acknowledge them as **Star Reader of the Class**. After giving three or more than three write ups children can get **Star Reader of the Month Certificate**. This is an effort to boost the interest of children in reading.

The school librarian promotes reading and literacy with:

- Star Reading Program
- Summer school literacy schemes/Programs
- Introducing Library Blog/ Wiki
- Book promotions for staff and pupils
- Author visits and SKYPE Sessions
- Displays celebrating reading and books
- Read A Thon/One Nation Reading Together Program
- Family reading initiatives
- Events to celebrate World Book Day and Children's Book Week
- Author's birthdays, Puppet Show, Storytelling



How GDGWS library promote mother tongues?

- With vibrant and relevant collections in the school community's languages. Library collection includes host country language and also includes International languages books. These materials are catalogued in a similar way to other materials and, in the original language.
- A proportion of the library budget is devoted to developing resources that reflect the multilingual nature of the community.
- Liaising with mother tongue coordinators and language teachers so that the materials are incorporated into the curriculum effectively.
- The GDGWS Libraries also support mother tongue development materials which also become important resources for the nurturing of intercultural awareness and international-mindedness. This is part of the collection development policy of the library. The library catalogue together with a librarian's professional knowledge is used to provide resources to support this central tenet of IB philosophy and programmes.
- Web based Digital Libraries such as ICDL <http://en.childrenslibrary.org/> (International Children's Digital Library) are extensively used for its Digitised International Language Books. ICDL's mission is to support the world's children in becoming effective members of the global community - who exhibit tolerance and respect for diverse cultures, languages and ideas -- by making the best in children's literature available online free of charge.
- The ICDL collection includes **4619** books in **59** languages.

Partnerships/ Collaborations

Active partnerships are the key to an effective school library

As schools are increasingly seen within the context of the wider education community, in order to deliver the new 14 - 19 learning agenda and develop the concept of the “extended school”, the need for the school library to be at the hub of a network of learning partnerships is more important than ever before. The school librarian now needs to be forging partnerships with learning and teaching programmes outside of the school.

School libraries work in partnership with:

- All departments within the school
- The wider school community including parents and governors
- International Collaborations with IB Schools across the Globe
- International School library Associations
- British Council Library
- Booksellers and publishers.
- Organisations promoting reading – The Reading Agency, The National Book Trust, International Association of School Librarianship, British Council



Directives for Library usage will safeguard the interest of the members and aid Librarians in the discharge of their duties.

WHO CAN USE THE LIBRARY?

All students, teachers and other members of staff can become members of the libraries. The Head of the school may allow any non-member to consult the books in the Library when it is open.

WHEN WILL THE LIBRARY BE OPEN?

The Libraries will open and close at the same times as the School.

HOW MANY RESOURCES ONE CAN BORROW AND FOR HOW LONG?

G.D.G.W.S. Libraries are automated libraries. Members can borrow books with their Identity card/Admission Number/Employee code. They may borrow one Fiction and one Non-Fiction or Two Non-fiction but not two fiction titles at a time from MS and Senior School library. From PYP Library pupils of class1-5 may borrow one book at a time for one week. Faculty members may borrow from all Libraries only after registering as guest members and duration of Loan would only be One Week. Students are welcome to return books and issue during lunch or Breakfast times. Students may be allowed to come to library to do research with a note from the classroom teacher.

CONDITIONS OF LOAN

A book which is in heavy demand may not be issued/ reissued. A book needing repair or binding too may not be issued. Multivolume books, out-of-print books, Reference Books and Electronic resources will not be available for issue to students however faculty members may issue the same for Teaching purpose to be returned on same day or next day.

Each resource has a date slip which will help the members to remember the date of return.

CONDITIONS OF LENDING

Members, who neglect to return borrowed books on time, will pay a fine of INR 5.00 for each delayed day. If anyone is absent from the school when the book is due, there will be no fine if the book is returned the very next day one comes to school and show the Librarian absence slip signed by the Form tutor.

SUB-LENDING OF BORROWED REOURCES

Sub-Lending of books borrowed from the Library is not permissible.

LOSS OR DAMAGE OF RESOURCES

In case the borrowed book is lost or damaged while in the possession of a member, the member is required to replace the book by a new copy of the same title and latest edition. In case the member is unable to procure the same from the market, the member has to pay the current price of the book as ascertained from the Publisher's Catalogue. In case there has not been any edition of the book, the Cover Price as recorded in the Library Records and a fine of INR 50.00 will be charged. A Receipt will be issued from accounts Department of the School.

RESERVATION OF RESOURCES

Members are allowed to make reservation for any book they need. A formal Reservation slip should be filled in and handed over to the Librarian. Members will be informed of the availability of the resource when returned by other member.

RECALL OF ISSUED RESOURCES

Sometimes issued resources may be called back due to demand. Members are expected to cooperate in such cases.

RENEWAL OF BOOKS/RESOURCES The issue period of a resource may be further renewed for a period of two weeks on the production of resource, if there is no reservation.

PERSONAL BOOKS/PROPERTY

Personal books or books of other library or other personal belongings such as bags, umbrellas etc are not allowed in the library. However students are allowed to bring their lap tops subject to checking the laptop bag while leaving the library. Personal belongings may be kept outside the library at the shelves provided for this purpose at the owner's risk. Students should not keep any valuables on these shelves and library staff or school is not responsible for any loss.

TAKING CARE OF THE LIBRARIES

Reading is very important part of Education and members should make best use of libraries and library services but they are also expected to take care of the library, its resources and environment in following ways:

- No one removes any page or pages from print resources and damage Electronic resources.
- No one puts any mark with a pen or pencil on any books of the libraries. This renders the resources unusable by others.
- No one deliberately misplaces a book and makes it difficult to locate.
- Most people want a Library to be quiet and orderly because they want to read when they are there. That means that everyone must be thoughtful of other readers and try keep the Library a pleasant place for reading and study.
- Finally when leaving the School, members must return all resources, clear dues if any, take No Dues Certificate from the library.

SUSPENSION OF PRIVILEGES

If any member is found removing library property without formal permission or damaging, spoiling any resources/property fittings, furniture, floor, walls or does not adhere to the above mentioned directives, his or her membership privileges may be suspended for sometime.



Remarks from PYP Library

Educational assessment is the process of documenting knowledge, skills, attitudes, and beliefs and assessment for students increases their motivation and “deepens quality of learning.”(Harada, 2006)

G D Goenka World School PYP Library started with assessing students on the bases of reading, writing and research skills on the basis of following descriptors.

1. Predicts confidently what the book might be about
2. Listens appropriately for a sustained length of time
3. Recognizing difference between fiction & non fiction
4. Responds to questions about title, author and story
5. Demonstrates potential in independent reading
6. Uses appropriate text related terms like texts, character, illustrator, settings etc.
7. Can read consistently to obtain specific information from print and media resources.
8. Understands how nonfiction texts are organized in library
9. Identifies a familiar genre and is able to think about the main features of the text.
10. Can locate process, organize & present information by using print and media resources.

SPORTS:	Teacher incharge: Anandita Jain
RIK is a well behaved and active boy. He enjoys all pe challenges. He has developed chasing and fleeing skills through various minor games.	
ICT:	Teacher incharge: Shivani Negi
RIK is enthusiastic when using the computer. He has become confident and proficient creating powerpoint presentations using the various range of tools for the software independently.	
ART:	Teacher incharge: Nupur Jolly
He enjoys art lessons.He is developing confidence while using variety of art techniques taught. He needs to show more care with his work.Little extra efforts will help him perform better.He is encouraged and motivated to perform to the best of his ability.	
EQ:	Teacher incharge: Preeti Ganguli
RIK is a bright and sincere child. He is an active learner and participates keenly during EQ. He has the ability to reflect on and analyse concepts well and provides valuable insights during discussions. It is a pleasure to have him in class.	
LIBRARY:	Teacher incharge: Chhavi Jain
RIK KUMAR has an excellent understanding of Dewey Decimal Classification, and is able to use them correctly. His reading skills has improved considerably and he obtains excellent ability to organize thoughts gathered from what he read. He has been performing very well in all reading, writing and research skills.He is eager to help classmates in their reading skills and he is a frequent user of library.	
GENERAL COMMENT:	
He has displayed enthusiasm for learning new topics. He is expected to be more focussed and patient while writing a piece. He is respectful and considerate. Rik loves to play cricket and has shown positive attitude towards school. He has participated enthusiastically in the class assembly and sang a beautiful song on inventions and inventors. An avid reader he has impacted others in the class.	

Skill Description

For Middle School



Develop vocabulary from content area texts and personal reading

Contribute appropriately to class discussion

View a variety of media (e.g., posters, film clips, periodicals, charts, cartoons, graphs, and show understanding of a specific topic

Write to describe, to inform, to entertain, to explain, and to persuade

Write research reports using a variety of sources, summarizing, and paraphrasing

Generate and revise questions to establish purposed for reading

Identify events that advance the plot of a literary work and evaluate how those events relate to past, present, or future actions

Evaluate personal, social, and political issues as presented in text

Read for a substantial amount of time daily, including assigned and self-selected materials at independent and instructional levels

Read texts that reflect contributions of different cultural groups

Vary reading strategies according to text and purpose

Read a variety of informational text, including textbooks, newspapers, magazines, and other instructional materials

Compare /contrast information from multiple sources

Use skimming and scanning to locate specific information or to develop a general overview

Select informational sources appropriate for a given purpose

Read a variety of literature, including historical fiction, autobiography, and realistic fiction

Read and utilize functional/practical texts, including advertisements, slogans, brochures, and timelines

Use resources to determine meaning of technical and specialized vocabulary

The Year of Reading

April 2015- Feb 2016

A 365 day celebration of all things connected with the love of reading will begin on 8th April with an attractive program called “Chill with Mr. Will.”

There will be activities, author visits, workshops, book fairs and much more.

So pick up a book, get reading and let’s travel together on the reading journey.....

Calendar of Events

April 2015

6th April- Announcing Author of the month for Star Reading Program “William Shakespeare”

8th April- Chill with Mr. Will (PYP, MS, IG)

23rd April- World Book & Copyright day (MS, IG, IB)



May 2015

PYP

Grades 1-2

Reading challenge-Fairy Tales

Grades 3-5

1st May- Author of the month “Mary Pope Osborne’s author of Magic tree house”

*Author’s Birthday celebration 20th May.

8th May- Story telling (PYP)(grade 1-3)

MSP

Author of the month for Star Reading program “ Roald Dahl”

*Launch of School Library Council.

27th- 30th May- Scholastic Book Fair visit and activities, such as quizzes & book related crafts.

June and July 2015

Reading Mission (Reading through Digital Libraries) Activity based program for whole school.

August 2015

PYP

Grades 1-2-Reading Challenge- Lady Bird favourite tales

Grades 3-5

1st August- Announcing Author of the month for Star Reading Program “ Lewis Carroll”

MSP

Grade VI

Author of the month- Robert Louise Stevenson.

Grade VII

Reading challenge of the month- Reading war stories of countries of the world.

Grade VIII

Reading Challenge of the month- Adventure stories or novels

September 2015

PYP

Grades 1-2- Reading Challenge-Dr Seuss

1st September- Announcing Author of the month for Star Reading Program “Roald Dahl”

14th September - Celebration of Author's Birthday "Happy Birthday Roald Dahl".

Grade VI

Reading Challenge of the month- Reading Ghost stories and researching famous authors of Ghost Stories.

Grade VII

Author of the month- Ruskin Bond

Grade VIII

Reading Challenge of the month- Shakespeare

October 2015

Grades 1-2 Reading Challenge- Introducing Clifford

1st October- Announcing Author of the month for Star Reading Program "Franklin W. Dixon "

26th October – Celebrate Birthday with Hardy Boys(25th October actual birth date).

MSP and IGCSE

Getting connected with schools around the world through projects and activities.

October- Celebrating ISLM (International School Library Month) by connecting with schools of other countries to produce bookmarks with exchange of book reviews and video clips of students talking about their favorite books.

November 2015

PYP and MSP

Nonfiction November- Focus on non-fiction reading- For Star Reading Program students will read non-fiction books and express their understanding in the form of book review.

November- Storytelling Session with Senior Students and members of Staff.(PYP)

December/January2015

PYP

Grades 1-2 Reading Challenge- Stories and poems on Christmas

1st December- Announcing Author of the month for Star Reading Program “Rudyard Kipling ” (Jungle Book)

21st December – Celebrate Birthday with Moglie(30th December actual birth date).

MSP

Non Fiction reading continuous

Critical Reading project is offered for winter holidays to develop comprehension skills.

Author visit

February 2015

Grades1-2- Reading Challenge- Animal stories

1st February – Star Reading Program- Biography monthS

19th February – Celebration of Author’s Birthday “Happy Birthday Jeff”.

February- Storytelling session with foreign national students.(PYP)

MSP

Month of Reading by self selection and reflection.

Research has shown three factors determine the extent of the school library's impact on achievement:

- **Good resources**
- **A skilled librarian**
- **Collaboration with all teaching departments.**

This document is aimed at headteachers, governors and all who manage schools and determine to what extent these factors are in place. It shares the vision of how a school library can be the vibrant heart of a school and vitalise a learning community. This document is for school librarians to use to inspire their colleagues with an enthusiasm for libraries that empower learning and stimulate creativity.



