

School Library: Philosophy and Objectives

The School library is an integral part of the school's program and serves as a central resource for both students and teachers. It is the storehouse for all materials, print and non-print. Its purpose is to assist its users to discover, evaluate, and apply information. Here the student strengthens knowledge and skills in reading and other curriculum areas. Here the students develops individualized tastes which enrich his/ her future contribution to society.

The principal of the school is responsible for administration of the library. Administrators should attempt to acquire the service of a certified professional librarian. The school budget should reflect and annual amount for the acquisition of new materials, as well as the maintenance of current holdings.

Selection of library materials, print and non-print, is the responsibility of the principal and members of the faculty since the materials should support the instructional program. It is essential that classroom teachers be familiar with the materials and supply suggestions to support the ir curriculum needs.

1. All materials, print and audio-visual, should be centrally catalogued and shelf-listed as to provide maximum retrieval and use.
2. All audio-visual materials should be stored in a central location, preferably in the library, if space permits. The may be signed-out to classrooms on long-term loan, but should be returned for the annual inventory.
3. The library should provide the opportunity for learning and using research skills. Materials and guidance should be available to students.
4. Reserved book shelves may be used for resources identified for classroom projects.

Policy

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NCD/ Bishop of Harrisburg