

# REGULATIONS FOR USE OF THE LIBRARY SPACE AND SERVICES

## COLEGIO BILINGUE SANTA MARTA.



The library is a space for reading, studying, researching information and investigating about different topics, therefore, it is necessary to keep the space neat, orderly and quiet for the development of different individual and group activities. Its main objective is to provide the means to support the institutional curricular plan, motivate the use of the bibliographic materials that it protects within its printed bibliographic collections and dispose of them for the use of community members.

It also promotes a space for encounters with history, science and knowledge in general, as well as a space for human relations, generating spaces to share ideas and discuss different topics.

In the library, users find advice and guidance to search for effective information, taking into account the five laws proposed by Ranganathan:

1. Library Books are for use.
2. For each reader, his own book.
3. For each book there is a reader.
4. Save time for readers.
5. The library is an organism that grows.

Regulations and rules for use of the Library must be observed in order to provide these services to the community.

The observance of these rules and regulations within the library is essential for the entire educational community. Use of the physical spaces, different rooms (reading, audiovisual, computing), as well as all bibliographic materials, books and overall library services are available when community members respect the established library protocols.

### **ADMISSION TO THE LIBRARY.**

- The Library is for the use of students, parents, employees, and other persons belonging to the educational community.
- Users can enter with their study materials (computer equipment, devices and or school supplies)
- Students can visit the library during class time, as long as they attend accompanied by a teacher or employee of the institution. The library is also available to students before and after school hours and during lunch and recess breaks.

### **RIGHTS FOR LIBRARY USERS.**

Visitors to the library have the right to:

- Know the rules and regulations of the library and be informed of their modifications through communications or notices.
- Receive a kind and respectful treatment.
- Enjoy the spaces, bibliographical materials and services during the established schedules. In case of any change, the user will be informed in a timely manner.
- Make use of the personal computer and school supplies required for their activities.
- Be advised by the staff of the library if it requires solving any informational needs.
- Be informed of the training or promotion activities programmed by the library.

## **DUTIES OF USERS.**

- Know and comply with the regulations for the use of all spaces and library services.
- Have a respectful attitude at all times within the library.
- It is necessary to speak quietly to maintain order and tranquility in the library.
- Make good use of library materials, equipment, furniture and other resources within the library.
- Keep the space neat and organized.
- Wait your turn to be attended
- Make good use of library materials, equipment, furniture and other resources of the library.
- When tables and chairs are used please organize them in their respective place before leaving.
- The consumption of beverages or food is not allowed inside the facilities.
- Each user is responsible for their personal belongings therefore, the library is not responsible under any circumstances for the loss or damage of such.
- Report any irregular situation detected to the library staff.
- At the end of the school year, students, teachers and other staff working within the institution must return all library materials.

## **FOR THE USE OF READING ROOMS.**

- If you consult a bibliographic material individually, please leave it on the tables, do not place it on the shelves since each one has a specific location within the bibliographic collection.

- When the use of bibliographic materials is needed within the library or for external use for whatever reason visitors must inform the librarian of the programmed in library hours needed, notifying [lizeth.duque@cbsm.edu.co](mailto:lizeth.duque@cbsm.edu.co) to separate materials and bibliographic materials needed for reference.

### **FOR THE USE OF THE COMPUTER ROOM.**

- The user must respect the presentation or configuration of the computers.
- Notify library staff of faults presented by computers.
- Listen to multimedia content with headphones; It is not allowed to activate speakers.
- After using the Computer Room please leave all equipment turned off.
- Tables and chairs should be arranged at the end of the session.
- Users must be responsible for the loss or any damages caused to equipment.

### **FOR THE USE OF AUDIOVISUAL ROOMS.**

- The chairs should be arranged at the end of each session.
- The computer and video beam equipment should be turned off and the remote controls delivered to the Librarian.

### **SANCTIONS FOR BAD USE OF THE LIBRARY.**

- Failure to comply with the conditions of use of the library by a student, will be informed to the teacher in charge of the class and in case it is time to recess will be informed to the corresponding section director.

- The mistreatment or damage to property (furniture, electronic equipment, bibliographic materials) by a student, will be informed to the teacher in charge of the class and in case it is the time of recess will be informed to the corresponding section director.
- If a student presents misconduct, abuse or aggression to other users and library staff will be informed to the teacher in charge of the class and in case it is time to recess will be informed to the corresponding section director.
- In case of non-compliance with the above conditions by a teacher, the situation will be reported to the corresponding section director.
- Likewise, in case of non-compliance with the above conditions by the administrative or support staff, the situation will be reported to the corresponding managers.

## **SERVICES OFFERED.**

### **REFERENCE SERVICE.**

This service offers library users guidance and continuous support researching any information or location and use of different collections that are stored in the library.

### **LOAN, RENEWAL AND RETURN OF BIBLIOGRAPHIC MATERIALS.**

This service allows users to access the loan of bibliographic materials that are inside the printed bibliographic collections take them to their home or to use them within the library. In the library you can find different bibliographic typologies:

**General collection:** books on different areas of knowledge, for example: philosophy, religion, exact sciences, among others.

**School textbooks collection:** guidebooks for teachers in all areas of knowledge.

**Collection of reference:** atlases, dictionaries, encyclopedias, yearbooks and Colombian collection, which are for reference within the room.

**Collection of literature in English and Spanish:** for preschool, elementary and high school.

**Accelerated Reader Program Collection:** These materials are separated into 2 sections: Elementary School and High School and marked with a thin band of fuchsia.

It should be noted that they will find some bibliographic materials that are marked with the label "Consultation in room", which will only be for consultation within the library, therefore they would not apply for external loan.

### **Terms of use.**

- Know and comply with the requirements to access the loan and penalties for misuse of bibliographic materials.
- Attend the library personally to receive the required bibliographic materials.
- Provide the amount and type of materials determined for each type of user.
- Check the status of the bibliographic material before the loan.
- When requesting the loan, the user agrees to respond for the material that is not returned, lost or deteriorated.

### **Maximum amount of materials to be provided.**

- Students: 3 materials.
- Managerial, administrative and support staff: 5 materials.
- Teachers: those required to carry out their class activities.

### **Loan time.**

- The materials of the general collection will be provided for 8 days.
- The Accelerated Reader Program collection will have a delivery time of 15 days to a month depending on the type of material.

- The Literature collection in English and Spanish: will be provided for 15 days.
- The collection of textbooks will be provided only to teachers for the time they require for their academic activities.
- The Reference Collection (Dictionaries, Encyclopedias or Atlas) will only be for reference within the room, therefore, they can not be lent outside the library.

### **Renewal of material.**

- In case you need to extend the loan time, you can do it personally in the library, as long as it has not been requested by another user.

### **Return of the material.**

- The user must return the bibliographic material personally to the Librarian on the date indicated and in the same physical conditions in which it was received.

### **Penalties for non-return, loss or deterioration of the material.**

- In case of proven damage or loss of material, you must go to the library where you will be informed of the procedures you must follow to replace it.
- In case of loss of material, the loan is suspended until the student cancels the corresponding penalties in the treasury area.



## **BIBLIOBANCO.**

The library annually provides its students with bibliographic material that supports their class activities and the following procedure is carried out:

- At the beginning of the school year, the Group Director takes his students to the Library, to make to receive the bibliographic materials according to their grade level.
- The librarian diligently compiles the inventory format of bibliographic materials delivered to each student, noting the student's name and the number of assigned texts and the student signs the received text.
- Each student signs an inventory format of bibliographic materials received, with the respective serial number that identifies material used.
- At the end of the school year, the Group Director goes with his students to deliver the bibliographic materials in question duly inventoried to the Librarian.
- In case of non-return or loss of bibliographic material the student must cancel the value of the material to the treasury area.

## **LOAN AND RETURN OF DIDACTIC MATERIALS.**

These materials are only for the use of the teachers of Pre-School and Elementary School, which are used as support for the development of classes with the different groups.

These materials are lent at the beginning of the school year and must be returned at the end of the year to the library.

## **RESERVATION OF LIBRARY ROOMS.**

The library has 3 rooms, which can be reserved by the staff that works in the College for meetings, training, assessments, consultations, workshops or other academic and training activities.

Space must be separated at least 2 days in advance to verify the availability of space and meet the requirements necessary for the proper performance of the activity.

Whoever reserves any room from the library and for some reason can not make use of it, please advise during a timely manner, to make it available to other users who require it.

### **Reading rooms.**

We have the following rooms available to the entire educational community:

- Elementary Preschool Room.
- High School Room.

### **Computer room.**

The library offers to its users a computer room equipped with 28 computers with Internet access with their respective tables and chairs.

**Audiovisual room.**

This room is equipped with a computer and video beam for meetings, training or other required activities.

**Terms of use.**

If you require a room in the library for non-scheduled activities such as meetings, trainings, workshops or evaluations, please complete the request 2 days in advance either personally or by email: [lizeth.duque@cbsm.edu.co](mailto:lizeth.duque@cbsm.edu.co) to assign the space according to availability.

## **PROGRAMS OF THE LIBRARY.**

### **USER TRAINING PROGRAM.**

With the purpose of motivating the sense of belonging by the library as a meeting place with reading, free access to information and healthy enjoyment, we have the workshop:

#### **Training for Library Use.**

This program will emphasize the recognition of the different bibliographical collections, the teaching of the adequate use of the bibliographic materials the use of the facilities, equipment and furniture that the library contains. Regulations for library use and services provided by the library to its users.

### **PROMOTION PROGRAM FOR READING AND WRITING.**

Activities that promote reading habits, strengthening of reading comprehension skills and the exercise of writing using reading training strategies such as: reading aloud, individual reading, guided reading, projection of virtual stories, socialization of ideas, writing in the community, among other strategies.

## **Program “Accelerated Reader” (AR)**

It is a web platform for the practice of individual reading of students from the first grade to eleventh grade, with which a follow-up and evaluation is made to the reading progress of each student, also, it allows teachers to retrieve information based on the results of exams performed by your students, to help your students set goals for advancement in their reading practice.

Each student, advised by the librarian, will choose a library book according to their level, when they have finished reading it, the student performs a short examination on the platform individually before the first hour of class and / or after school and if desired in the hours of recess of classes, also, supervised by a teacher at the time assigned for the use of the library.

The reading results of the students from grade one to eleventh grade will be presented by the librarian on a monthly basis in two banners that will be located in the Elementary School section and the High School section showing the scores for each group and highlighting the Students with the best reading scores, likewise, will be presented through the different media of the School.

## **Thematic exhibitions of bibliographic materials.**

Monthly exhibition of different topics that cover traditional and everyday issues of institutional culture accompanied by allusive bibliographical materials, which allow free access to quality information, promoting reading, culture and free access to knowledge.

### **Contests and workshops for reading and writing.**

In the course of the year several contests and workshops related to reading and writing will be held with different themes for all students of the School.

### **Week of the book, reading and the library.**

In the month of April 2019, various activities are held to commemorate “Book Day” for the entire educational community.