



CAIS LIBRARY

CAIS Library Policies and Procedures

September 9, 2020

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LIBRARY VISION

We envision a library which excels in its provision of resources to meet the academic and recreational needs of our school community. In three to five years' time, our library will be a hub of information and inspiration for both the Alberta and the IBDP programmes. Our students will leave us with a passion for lifelong learning, fully equipped with skills, knowledge, and dispositions to prepare them for the future, and a heart for service to humanity in love for God.

LIBRARY MISSION

To promote and encourage literacy skills in every student in order to successfully access the curriculum

To meet the information and literacy needs of the CAIS community

To prepare students with the competencies to be successful global citizens in the 21st century

COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

At Christian Alliance International School, the library plays a pivotal role in the teaching and learning that takes place. We provide a wide range of resources intended to promote the students' life-long love of reading and to motivate them to become curious and independent learners skilled in inquiry-based learning. Our aim is to equip students with the skills necessary to succeed in a constantly changing technological, social and economic environment and to develop a desire to become lifelong learners. In order to achieve this, we are constantly updating our collection, catering to the various needs and interests of our students. With the constant progression of technology, we seek to provide an environment where students are taught the necessary skills to become literate in information technology and to become responsible digital citizens.

1. Purpose of the Library Collection:

At Christian Alliance International School, the library plays a pivotal role in the teaching and learning that takes place. The purpose of the collection is to provide a wide range of resources for the use of our community (students from preparatory to grade 12, teachers, staff and student families), to support teaching and learning within the framework of the school's mission and learning objectives as well as to develop a life-long love of reading. The CAIS library collection is tailored to meet the academic and learning needs of our body of students. Additionally, with the constant progression of technology, we seek to provide resources in an environment where students are taught the necessary skills to become literate in information technology and to become responsible digital citizens.

2. Purpose of the Library Collection Policy:

The Library Collection Policy is an important written statement which serves as a guideline to help prioritise and evaluate resource selection and resource discarding to ensure that the teaching and learning objectives of our school and the needs of our school community are met. It provides continuity of practice with turnover of staff. It describes the processes of budget allocation, ongoing management of the collection and staff responsibilities. The policy will be reviewed regularly and updated to adapt to changing needs.

Collection Maintenance

The collection will be maintained continuously through the year. This will involve checking to see that materials continue to be relevant and up to date and in good condition.

Responsibility for Selection of Resources

The head librarian (or Teacher Librarian if there is no head librarian) will work in conjunction with other library staff, teachers and staff members to select materials according to the selection criteria. The final decision will rest with the head librarian (or Teacher Librarian). Students and community members are invited to submit suggestions in accordance with the selection criteria.

Selection Criteria

When selecting resources for the Library, the following are taken into consideration:

- Supports the school's mission
- Supports the school's curriculum
- Supports the school's objectives
- Supports the learning needs of the students
- Resources are age appropriate
- Vocabulary level is appropriate to our students
- Resource is aesthetically attractive to students/teachers
- Resource is scholarly and of good quality
- Unique and useful features not found in other resources
- Resource is well respected and has good reviews
- Resource has the durability fit for library use
- Reflects racial and gender equity
- Supports literacy development
- Cost reflects the quality and use
- Cost of Resource is within the Library budget (or it may be ordered the following year)

Fiction:

- Meets the Selection Criteria (above)

Non-fiction:

- Meets the Selection Criteria (above)
- author is qualified for the topic and has a good reputation
- Well-organised and logical layout
- Motivates student learning
- Accurate and current information
- Has depth and breadth
- Reflect varying opinions

Electronic Resources:

Electronic resources include choosing databases, journals, e-books and other electronic resources for purchase or subscription.

- Meets the Selection Criteria (above)
- **Content:**
 - Quality and uniqueness of content
 - Currency of content
 - Authoritativeness
 - Frequency of updating
 - Target audience
 - Added value of e-resources over printed formats
- **Technical requirements:**
 - Preferably accessed to remote hosts via Web
 - Preferably accessed through usernames and passwords or single sign-on (not IP address or EZ-proxy)
 - Compatibility with different web browsers and versions
- **License Conditions**

License must allow

 - appropriate fair use by authorized users for educational, teaching, research and non-commercial purposes
 - appropriate use in course reserves, course packs, document delivery, etc.
 - unlimited viewing, printing, and downloading preferred
 - License must provide perpetual rights to information that has been paid for in case the contract is discontinued
 - License must specify limit, if any, on number of simultaneous users
- **Functionality and Reliability:**
 - User-friendly, easy to navigate interface
 - Quality of graphic materials
 - Availability of export and downloading functions
 - Online tutorials, personalized options screens
 - Flexible and multiple search engine
- **Vendor Support:**
 - User training and support
 - Quick response to enquiry
 - Vendor/publisher reputation
 - Option to customization
 - Data security and archiving policy after termination
 - Support on statistical data
- **Cost to include:**
 - Purchase models and Pricing
 - Licensing

Weeding

Resources which are no longer useful for the community will be weeded from the collection. Weeding will take place during the year and may happen at any time of the day such as during circulation and reshelving, etc. The head librarian (or Teacher Librarian) will make the final decision on which books will be discarded. The CAIS Library follows the criteria for weeding can be found in the [CREW manual found here](#). (CREW stands for, continuous review, evaluation, and weeding.)

Resources discarded are those which are **MUSTIE**:

Misleading, **U**gly, **S**uperseded, **T**rivial, **I**rrelevant, **E**asily obtained

elsewhere. Resources which are discarded (weeded) will be dealt with in this order:

- Sold
- Donated
- Sold as pulp
- Thrown as rubbish

Resource Types

- Books fiction/non-fiction (English and Chinese)
- E-books fiction/non-fiction (English and Chinese)
- Textbooks for specific grade levels
- Newspapers (English and Chinese)
- Magazines (English and Chinese)
- Playaways
- DVDs
- Subscriptions online/physical for fiction and non-fiction (English and Chinese)
- Academic databases for research purposes
- Similarity checking software (Turnitin)
- 4 laptop cases (2 cases for 1 set of 25 laptops in each set)
- 23 desktops in the multipurpose room (1 for teacher use)

Duplication of resource

- Duplication of resources will be avoided in order to save space
- Duplication will be considered where specific needs arise, e.g., novel studies requiring book sets

Locating Resources

The Teacher Librarian will make use of the following to identify resources for collection development:

- Recommendations from sources such educational blogs
- Curriculum Materials Information Services (e.g., Learn Alberta)
- Lists of recognised children's literary awards
- Reviews in reputable professional journals such as Magpies, Scan and Access

- Advertising materials from publishers and distributors
- Personal appraisal
- Staff and student requests
- Visiting book sellers and visits to bookstores.
- Library journals and magazines
- Well-respected webpages curated by other librarians

Gifts or Donations

Gifts and donations are welcomed. These may be in the form of money or other resources. The library reserves the right to accept or refuse gifts according to the same criteria as in Section 5 which measures their suitability for the school. Gifts are donated unconditionally, and once accepted by the library, become the property of the library who reserves the right to allocate or dispose of them as best suits the needs of the school.

(Donation Form is found in Appendix B, p.38)

Contentious Resources

Members of the community may raise their concerns regarding any of the library's collection by sending an email stating the reason(s) why a resource should be withdrawn from or introduced to the collection. The library will carefully consider each case but reserves the right to the final decision on the resource.

ACCESS AND CIRCULATION

Access

Students can access the library at various times throughout the day, such as before school, at recess, lunchtime and after school, etc.

Library hours:

Monday – Friday

7:30 am – 5:00 pm

Library lessons:

Prep to Grade 9 classes generally have a library lesson per cycle for information literacy, reading and circulation. All students should line up outside the library and wait for the library teachers to come and collect them.

Class time:

Teachers may book in the library learning spaces for their lessons via YAROOMS. When teachers book in the library for their class time, teachers must accompany their class for borrowing and are responsible for students during these times.

Circulation

Borrowing procedure:

- Prep-3: Students write down their name and class on the due date slip.
- G.4-12: Students check out with their student cards at the circulation desk.

Grades	Maximum no. of books
Prep - G.6	2 English and 2 Chinese
G.7-12	4 English and 2 Chinese

General loan rules:

- Loan period: 2 cycles
- Book return: Students return books to the circulation desk by the due date.
- Renewal: Students may renew their library books once before the due date. Contact the library team for renewal if needed.
- Overdue fine: The overdue fine is HKD1 per school day.
- Damaged or lost books: If a book is damaged or lost, the student needs to pay for the replacement, shipping and handling costs involved (Refer to the Lost and Damaged books section (Page 15))
 - * Reminders are sent to students automatically through the Follett system

Email Reminder	Prep.-G.3	G.4-6		G.7-12	
	Parent	Students	Parent	Students	Parent
Sent to					
3 days before due date	✓	✓		✓	
1 day overdue	✓	✓		✓	
14 days overdue	✓		✓		✓
50 days overdue	✓	✓	✓	✓	✓
Unpaid fines	N/A	✓	✓	✓	✓

Specific loan rules:

- **Popular series:** A student may check out 1 book from a popular series at a time
 - e.g., Minecraft, Lego, Pokemon
- **Audiobooks:** G3-12 students may borrow one audiobook at a time for two weeks. Students need to use their own AAA battery and earphones. Students need to return the audiobook case (orange), playaway machine and the battery door (i.e. cover).
- **Senior Fiction:** For high school students only. Upper primary students need to get their homeroom teacher's permission before borrowing books from the Senior Fiction collection. An email from the homeroom teacher to the librarian is required for UP students to borrow books from the Senior Fiction collection.
- Tuesday and Thursday **after school circulation services:** The library is open for primary students accompanied by parents on Tuesdays and Thursdays after school until 4:15 pm for circulation. Primary students may borrow two extra books with their parents. Parents need to supervise their own children in the library. The library staff provide circulation services only. Mondays, Wednesdays and Fridays are the days that the library staff work on cataloging, processing and admin duties after school.

FINES

Overdue Items:

Overdue fines: The overdue fine is HKD1 per school day (capped at HKD50). Items overdue for 50 days or more will be deemed lost. An email will be sent to the borrower and parents regarding replacement costs.

Lost or Damaged Items

Students (or their parents) will be responsible for the cost of lost or damaged items (accidentally or willfully).

Lost Textbooks

Report cards will not be issued to the borrower until all textbooks have been returned. No overdue fines for lost textbooks will be incurred.

A "textbook replacement cost list" will be updated every year in May or June. Replacement costs of textbooks will be charged according to the list and conditions.

Descriptions of Conditions related Textbooks and Library books:

Condition	Type	Description
A	New	Describes a newly acquired book, new for 1 year, unless damaged.
B	Good	Describes a book that shows some small signs of wear - but no tears - on either binding or paper.
C	Fair	Describes the average used worn book that has all pages or leaves present.
D	Poor	Worn book that has complete text pages (including those with maps or plates) but may lack endpapers, half-title, etc. (which must be noted). Binding, jacket (if any), etc., may also be worn.
E	Unserviceable	Describes a book that is sufficiently worn or damaged. Any missing maps or plates should still be noted. This copy may be soiled, scuffed, stained or spotted and may have loose joints, hinges, pages, etc.

*Only books that are of C condition or above are checked out to students. D or E condition books are kept in the library for repair, reference or disposal.

Students are NOT CHARGED for a decrease in **one grade** of the book/material.

Please refer to Tables 1 and 2 for detailed instructions:

Condition grade change	Amount charged to students
Drop of 1 grade (e.g., A to B)	No charge
Drop of 2 grades (e.g., A to C)	$\frac{1}{3}$ of replacement cost
Drop of 3 grades (e.g., A to D)	$\frac{2}{3}$ of replacement cost
Drop of 4 grades (e.g., A to E)	Will be equivalent to losing a book, entire replacement cost.

Table 1: Amount to charge students in the event of condition change.

Lost books	Amount charged to students
A condition book lost	Entire replacement cost

B condition book lost	$\frac{2}{3}$ of replacement cost
C condition book lost	$\frac{1}{3}$ of replacement of cost
D/E condition book lost	These books should not be checked out to students. In the event of a *special case, the students who lose these books will be charged $\frac{1}{3}$ of replacement cost.

Table 2: Amount to charge students in the event of lost textbooks.

***Examples of special cases:**

If a student has suffered injury and is unable to carry textbooks back and forth from school, any available copies (Conditions A-D) may be loaned out to the student for temporary use.

Lost Library Items (not textbooks)

Charges will be the same for damaged and lost items. Overdue fines will be incurred up to a maximum of HKD50.

Amount to be charged includes overdue fines (HKD50 or less), entire replacement cost plus 50% for shipping and handling fees.

Students may choose to either pay for the replacement cost or replace the lost resource with the identical ISBN to cover the loss or damage.

Replacement cost is calculated as follows:

- i. Entire replacement cost + Plus 50% for shipping and handling
- ii. Original price of library items should be given by the library system. If there is no price indicated in the system, the current market price will be used; this is taken from the vendors listed in the ordering section (page 19-21)
- iii. Prices in other currencies will be calculated according to the current exchange rate

STOCKTAKING

June is the month for stocktaking in order to evaluate library and classroom resources, a typical schedule as below.

- First week of June:
 - The last cycle before the HS exam is the **last cycle for library lessons** when students **return all library books**.

- Second week of June:
 - The library is closed for stocktaking
 - Share Overdue books and outstanding fines records with the office, accounting and admission for withholding report cards

- Third week of June:
 - Classroom resources stocktaking
 - Sample message to teachers:
 - The library is conducting an end of year stocktake to evaluate resources, ensuring it is meeting all teaching needs as well as to plan for the new school year. The books stored in your classrooms are also part of the library collection and these need to be included in our evaluation.

Returning teachers:

1. Please choose a convenient time slot for us to visit your classroom.
2. Please put all the books and resources with library barcodes on your desk for us to scan. If your desk is not big enough, please let us know where you store the resources that you borrowed from the library.
3. We will check out the resources to you until the last day of the school year.
4. If you have any books purchased with school funds that have not yet been barcoded, please put them on the desk too. We will process them and return them to you in due course.

Non-returning teachers: Please return all books and resources to the library.

- Last week of June:
 - Withdraw dated and/or damaged items
 - Fix cataloguing records for items that are not in the right collection or category
 - Repair books that are slightly damaged

WEEDING PROCEDURES

Weeding is the systematic removal of resources from a library after review and consideration of the needs of the school (See also Page 11). At CAIS library, the following resources are continually reviewed and disposed of.

- Dated textbooks
 - Keep one copy of Teacher's guide and a copy of the student textbook in the Teacher Resources collection for future reference
- Dated novel studies
 - Keep 8 copies in the Alberta Authorized Readers collection if it is on the list
 - Pass on the rest to other staff as free books
- Current novel studies
 - Keep 10 copies in the library storage teacher's reference or emergency.
 - Pass on the rest to ELA teachers
- Dated magazines (we keep magazines for two years due to limited space)
 - Pass on the discarded magazines to art teachers
- Dated newspapers (we keep newspapers for one month due to limited space)
- Non-fiction published before year 2000
- Damaged items
- Mouldy items

Procedures:

1. Remove catalogue records from Destiny
2. Stamp "Discarded" on the books
3. Remove or crossed out barcodes and/or call number labels
4. Let the team leaders choose any discarded textbooks and novel studies that they want first
5. Offer the rest to all staff as free books.
6. Donate the remaining discarded books to charities or other libraries
7. Recycle

APPENDICES

Appendix A: COPYRIGHT LAWS

Copyright in Canada

https://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr02281.html

Canadian Teacher's Federation - Fair Dealing Guidelines

<https://www.cmec.ca/docs/copyright/FDG-BW-EN-2016.pdf>

Copyright in Hong Kong

https://www.ipd.gov.hk/eng/pub_press/publications/hk.htm

Hong Kong's Amended Copyright Law: a Guide for Teachers and Students

https://www.ipd.gov.hk/eng/intellectual_property/copyright/edu_guide_txt.pdf

Appendix B: Donation Form



Donations to the Library

Donations of materials to the Christian Alliance International School (CAIS) Library from individuals and organizations are welcome. They will be subject to the same selection criteria as those acquired through purchase and consideration of how the materials will enhance and strengthen the library collection.

The following materials are generally not considered unless they match our usual library collection selection criteria:

1. school textbooks and student workbooks
2. materials that are in poor physical condition
3. out-dated non-fiction books

Once the materials are donated to library, they are handled in accordance with the donation policy and procedures. All accepted donations should meet the collection development policy and require the approval of the library team, and the library reserves the right to make the final decision on their retention, allocation, processing and disposal. Donated items not accepted will not be returned to the donors unless prior agreement is made.

Members of the community who wish to make donations to the library may download and complete the Donation Record form and bring it together with the materials to the library during library opening hours.

Donation Record Form

Information of Donor:

Name of Donor: _____ (*Mr/Ms/Miss/Mrs)
 (Full name in block letters)

Contact Tel. No.: _____ Date: _____

Details of Donations:

Item No.	Title	Quantity
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

(Please add attachment if not enough)

I understand that:

- The Library may not add the above items to the library collection.
- If they are accepted, the Library can decide on the location, retention period and binding format of the materials.
- All unwanted items can be disposed of at the library's discretion.

Signature: _____ Date: _____

Please return the complete form to library@caisbv.edu.hk or call 3699-3895 for enquiries.

Remarks: The personal data provided by means of this form will be used for the purpose of this donation and contact only.

----- For Library Use Only -----

Received by staff: _____ (Signature) _____ (Date)

Handled by Librarian: _____ (Signature) _____ (Date)

