

**DAV PUBLIC SCHOOL
SECTOR-14 & 10A
GURUGRAM**

LEARNING RESOURCE CENTRE (LRC) POLICY

POLICY	LEARNING RESOURCE CENTRE (LRC)
FUNCTION	DAILY FUNCTIONING OF LRC
AUDIENCE	STUDENTS/ TEACHING STAFF/ OFFICE STAFF/ SUPPORT STAFF
IMPLEMENTATION	LRC STAFF
ISSUED FOR	STUDENTS AND STAFF
DATE OF IMPLEMENTATION	APRIL 2023
DATE OF REVIEW	MARCH 2024

At DAV Public School, Sector-14 & 10A, Gurugram, the Learning Resource Centre (LRC) provides resources for all the constituents of the school – student, faculty, administrative staff and support staff.

Aims and Objectives:

The main objective of the LRC is to promote the educational aims of the school by providing quality resources that support and enhance the curriculum and the mission of the school. It aims to provide a gamut of print and electronic media learning resources to support the academic, artistic, creative, recreational and cultural development of all students and staff. It has been designed to provide a stimulating environment to encourage every user to nurture in them a love for reading and lifelong scholarship. The LRC continuously strives to keep its resources and services up to date in consultation with users and stakeholders.

Responsibilities of the LRC Staff

- To collaborate with teachers in the integration of information skills in the curriculum.
- To exhibit a physical environment that is conducive to learning for students, teachers and staff.
- To select the resources in coordination with 'Book Selection Committee'.
- To maintain a 'Suggestion Register' where the users can recommend resources for the LRC.
- Procurement and accessioning of the resources.
- To classify (using Dewey Decimal Classification Scheme, 19th Ed.) and catalogue the resources (Online Public Access Catalogue).
- To organize the resources and information in a user-friendly way following open access system.
- To supervise shelving in the library shelves.
- To keep on reviewing the LRC collection in coordination with 'Book Reviewing Committee'
- To maintain the Reading Room.
- To provide Initiation/ Orientation service to the new users of the LRC.
- To organize literary activities which help foster the reading skills of the students and increase their involvement in the LRC.
- To conduct Stock Verification of the resources.
- Prepare the lists of books requiring discarding, weeding or withdrawal in coordination with 'Weeding and Discarding Committee'.

➤ **ACCESS TO THE LRC AND ITS RESOURCES**

Functional on all the working days throughout the year, the LRC operates during the following timings:

8:00 am-3:15 pm (Monday - Friday)

8:00 pm-2:15 pm (Saturday)

➤ **ENTITLEMENTS FOR BORROWING**

A) STUDENTS

- **CLASS III-IX: 1 Book for 1 week**
- **CLASS X-XII: 2 Books for 1 week**

B) TEACHERS

- **Maximum 8 Books (Text Books/ Text Support Books for their respective subjects) for 1 Session**
- **Maximum 4 Books (Fiction/ Motivational/ other than their respective Subject Books) for a Week/ Fortnight**

C) OFFICE STAFF

Maximum 2 Books for a Week/ Fortnight

D) SUPPORT STAFF

1 Book for 1 Week/ Fortnight

➤ LIBRARY RULES

- Treat Everyone with Respect.
- Handle the LRC materials with utmost care.
- No food or drink should be consumed in the LRC.
- Maintain decorum in the LRC.
- The School Identity Card is mandatory for the LRC usage.
- The students are not allowed to bring their personal books, mobile phones or other gadgets inside the LRC. Only notebooks and pencils or pens may be brought inside the LRC along with the library books due for return.
- The students are required to put their personal belongings at the property counter placed at the entrance of the LRC.
- The students are allowed to use the LRC in their respective library periods. They can also use the LRC during recess. They may consult the library in any other period if they have their Supervisory Head's / Teacher's written permission.
- The students are also allowed to do reference work after the school hours or summer and winter vacation. They must bring a "Permission Note" from their parents stating the time of arrival, departure and mode of transport. The Permission Note must be counter signed by their respective Supervisory Head. They must be in school uniform.
- General books are issued for a week. The system of Overnight / Short-term issue System is also followed for Competition Books, Sample Papers, Question Banks, Essays, Periodicals, rare Subject-reference Books etc.
- The students must keep a track of books read by them in their Almanac.
- Reference materials can be accessed in the reading area and used in the LRC only. Reference resources will not be allowed for home lending/ reading. Under special circumstances, they can be borrowed by teachers for classroom use. CDs/ DVDs are for the use of teachers only.
- Each user has to show his/her book at the Exit Counter during dispersal.
- If renewing a book, the users must have the book with them. Books may be renewed only once. No renewal is given if other user has reserved for the same book.
- In case there is a holiday or absenteeism, the students should return their books on the next working day.
- The Books are to be returned on the due date mentioned on the issue label. A fine of Rs. 3/- per day is imposed on any book returned after the due date. For Short-term and Over-night books, there is a fine of Rs. 5/- per day. The users must obtain receipt for fine from the Library Staff.
- If a book is lost, it has to be replaced by a new one or its cost along with the miscellaneous charges of Rs 50/- has to be paid.
- The LRC provides internet connections for the students and staff to engage in research and communication. However safe, effective and responsible internet usage is expected from the users. The users must take the Library Clearance i.e., returning the books, or clearing any other library dues towards the end of the session (when a notice to this effect is sent in the month of January/February).