

Library Manuals 2015

Beginners' Guide to School Library Organisation, (2001) by Rose Damon, Education Library and Information Services of the Western Cape Education Department. Distributed by [EDUMEDIA \(WCED\)](#). This 40 page title can be purchased very cheaply from Edumedia at a cost is R10-00 per booklet. The booklet is intended for teachers who have no library training. A *Simplified list of subject headings for school libraries* is also available.

[Guide to setting up an open library in primary schools](#). Usha Mukunda (2011). Simple but worthwhile 10 page pdf on making the library a vibrant place with community interaction; ideas for activities and displays. Great ideas for developing nations as well as those with established school libraries.

[Hands across the Sea Library Manual for Primary Schools: Seven steps to creating an outstanding school library](#) by Ina Howe. A 25 page coloured pdf file with ideas for choosing a library team, choosing and preparing a library space, getting the books ready and setting up a system for checking them out, library operations and preparing students, staff and parents. There are suggested resources to help the process. There are links to related [resources](#).

[How to set up and run a school library](#) by Erin Schreiner. A brief overview of the basics with links to other necessary aspects of library management, such as decorating, evaluating the school library, library activities for kids and how to use a library catalogue system.

[Libraries for All! How to Start and Run a Basic Library](#) (Peace Corps, 2004) by Laura Wendell can be downloaded as a pdf file of 80 pages. This manual covers setting up the library, budgeting, making rules, managing the library, organising the materials, circulation and weeding, book donation programs, an annotated bibliography of library manuals.

[Library management ideas and materials](#). A Pinterest page with links to lots of great online resources for the school library.

[Setting up a school library: A resource guide](#)
ALA webpage addressing how to set up a school library

[Setting up and running a school library](#) by Nicola Baird (2012 version) for VSO, an international development charity. This is a book with illustrations and very practical advice on establishing and running a school library.

[*Starting and managing a book collection*](#) by BookAid. A pdf file with pages on how to acquire, store and maintain books, organize, loan and maintain books. It covers briefly school libraries, classroom collections, mobile libraries and teacher resource centres.

[*Support for resource centers and libraries*](#) (UNESCO)
Links to book donation agencies, funding sources and basic training manuals, including Internet training and skills.