

DEVELOPING A SCHOOL LIBRARY

Compiled by Elizabeth Greef, updated 2015

"If you can read and write, you can learn to do, and be, anything."
(CODE website, <http://www.codecan.org/english/donations.html>)

Library Manuals

Creative Library Ideas for Particular Situations

Free Library Management Systems

Useful Toolkits for School Librarians

More Complex Library Manuals

Book Donations

School Library Development Organisations

In seeking to develop a school library, a few aspects need to exist or be planned for:

- *A committed vision*
- *Access to a space for locating a collection and creating a research and reading space*
- *Some funds or other way of supplying materials needed; ingenuity can go a long way in creating a library*
- *Method of cataloguing and circulating resources*

Below you will find links to online and print manuals on how to develop a school library. There are also links to free library management systems if this suits your circumstances. Creative library ideas from around the world are offered to help you think about how a library might work best in your situation. Finally there are links to some book donation and school library development organizations in case you are seeking this type of assistance. IASL is committed to supporting the development of school libraries around the world. Please contact a Board member or the International Development SIG for advice.

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 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.

CREATIVE LIBRARY IDEAS FOR PARTICULAR SITUATIONS

Library Tool Kit Project - Federated States of Micronesia (FSM)

The College of Micronesia came up with a wonderful idea for their geographical situation of many small islands which are in the early stages of library development and which need support at different levels. The project consisted of two parts: the Tool Kit and a mini Resource Library

(1) Library Tool Kit -- for schools/communities in the FSM at the beginning stages of library development. *Contents:*

- * Binder of articles and locally produced materials on using volunteers, writing grants, etc.
- * Manuals and articles of the most use to developing library workers in the FSM, including Library Job Descriptions, and Training/Learning materials of most use to school staff interested in starting their own libraries.
- * Case-Study video written and created in Pohnpei State showcasing local initiatives to develop libraries on our island providing inspiring examples of what other schools may do.

(2) Resource Kit/ Mini Resource Library -- designed for the enhancement and development of established libraries. *Contents:*

- * Video on information literacy skills
- * 8 books on various aspects of basics of library organization and management, teaching information literacy/library skills, collection development, information technology etc.

The kit materials are encased in a Rubbermaid Action Packer, which is a waterproof lockable container to make them seaworthy, so that they can be safely transported on inter library loans to outer islands by air, boat, canoe or truck. (With thanks to Jean Thoulag and Sara Krosch for this information)

[Donkey Mobile Libraries in Ethiopia](#)

See the video clip of the joy brought to children by a mobile donkey library. This is the "brainchild" of one of our IASL members, Yohannes.

[Roomtoread Media Library](#)

Showing the impact of school libraries in Bangladesh, Cambodia, India, Laos, Nepal, South Africa, Sri Lanka, Tanzania, Vietnam and Zambia including the arrival of book box libraries to villages.

Free Library Management Systems 2015

[Athenaeum Light 2014](#)

Suitable for smaller collections at a cost of USD50 but requires FileMaker Pro 12 or 13 which is not included.

[CDS/ISIS database software – UNESCO](#)

[LibLime KOHA](#)

Free library database called LibLime Koha; Koha means "gift" in Maori -- downloadable from the net and open source so that the software can be changed and refined by its users; it offers templates which allow the software to be translated into other languages. The software was developed by Katipo Communications Ltd.

[Mandarin M3](#)

[PMB Services](#)(in French)

USEFUL TOOLKIT ITEMS FOR SCHOOL LIBRARIANS 2015

Bloom's Revised Taxonomy. (2014).

<http://morethanenglish.edublogs.org/for-teachers/blooms-revised-taxonomy/> The revised taxonomy and strategies for applying it to tasks.

Dewey Caveman <http://www.slideshare.net/gsharrock/caveman-dewey-12209870> A fun way to teach younger children about the organization of resources in the Dewey Decimal System and the big questions around which the ten main categories are built.

Fitzgerald, L. (2010). The twin purposes of Guided inquiry. <http://www.slideshare.net/IASLonline/guided-inquiry> An overview of how Guided inquiry was implemented in several schools in NSW. The slideshare contains Fitzgerald's helpful analogy of the stages of Guided Inquiry likened to the passage of a river.

Kissner, Emily. (2010). Fiction Genres.

<http://www.slideshare.net/elkissn/fiction-genres> To teach younger readers about genres in fiction.

MORE COMPLEX MANUALS AND PLANS

[*AASL: Starting a school library media program from scratch*](#)

A more in-depth site with many links relating to collection development, facilities, library funding, standards and guidelines.

NLA. (2003). [Training in preservation microfilming](#). PDFs available on techniques of preservatrion microfilming.

[*School Libraries: A plan for improvement*](#). A pdf file with a more

western perspective on improving existing school libraries.

BOOK DONATIONS 2015

Peace Corps. (2012). [*Sources of donated books for schools and libraries*](#)

A helpful document with questions to ask before commencing a library development project, tips for book donors and numerous sources of book donations.

[Book Aid International](#)

This organization works in partnership with libraries in Africa and send substantial numbers of books each year.

[Books for Africa](#)

Books for Africa coordinates projects for funding book shipments to Africa.

[CODECAN Book donation programs](#)

Canadian NGO working in Africa. [CODECAN Blog](#)

[Directory of book donation programs](#)

A directory created in 2006 of many book donation programs.

[Hope Worldwide](#) Australia

This organisation works in PNG providing medical care but also has run annual Book Drives resulting in over 2 million books being distributed by the National Library of PNG to begin school libraries. More information can be found on Hope Worldwide's [School Library Program](#). It was funded by NZAID and is currently seeking funding to operate again. There is also an IT Program to provide computers in schools.

[International Book Project](#) (IBP) – USA.

US NGO supporting literacy in the USA and developing world; Sponsoring book shipments.

[Ranfurly Library Service – Rotary, RAWCS Eastern Region](#)

Ranfurly is a "book-aid charity" in Australia sending books to Pacific nations and Australian Aboriginal communities. More than 2.5 million books have been sent since 1986.

SCHOOL LIBRARY DEVELOPMENT ORGANISATIONS 2015

There are many organisations committed to supporting the

establishment and healthy function of school libraries in developing nations.

[Africa Educational Trust](#)

Working in Kenya, South Sudan, Somalia, Swaziland, South Africa and Uganda. "Education is the key to development"

[African Library Project](#)

ALP works in Botswana, Cameroon, Ghana, Lesotho, Malawi, Nigeria, Sierra Leone, South Africa, Swaziland, Zambia and Zimbabwe.

[Ethiopia reads](#)

Whole communities are involved in local school development. Library networks are developed and donkey-powered libraries reach out to rural areas. The country has relatively low literacy rates.

[Friends of African village Libraries](#) - FAVL

Assisting the rural poor through the creation of village libraries.

[Lubuto Library Project](#) – Zambia

Creation of open access libraries to serve African street kids and other vulnerable youth.

[Room to read](#)

Room to read has built more than 11,000 school libraries in 10 years in the countries of Bangladesh, India, Nepal, Cambodia, Laos, Vietnam, Sri Lanka, South Africa and Zambia. In addition the organisation sponsors girls' scholarships and supports a local publishing program, providing work for local writers and publishers and books for students in their own languages.