SETTING UP A SCHOOL LIBRARY
Steps to follow:

1. School library committee and library monitors
2. Consider the type of collection e.g. central, classroom collection or mobile collection and ensure that the room is secured
3. Consider the type of furniture that the library will need e.g. bookshelves, issue desk, filing cabinets etc
4. Consider the office equipment and the library material
5. Consider the stationery to be bought
6. Draw up the school library policy
School library committee and library monitors

- **Who should be members of this committee?**
  According to the 1996 South African Schools Act, the school library is a sub-committee of the School Governing Body. Therefore it should be composed of the principal, the teacher library, member of the SGB, one teacher per grade and two learner representatives.

- **Duties**
  - To ensure the utilization of the school library and the integration of school library and the curriculum
  - To resource the school library
  - To manage the school library
Type of collection

- What is a Central library?
- What is a Classroom Collection?
- What is a Mobile Collection?
Type of furniture

- Bookshelves
- Issue desk
- Reading tables and chairs
- Filing cabinets
Office equipment, stationery and the library material

- Office equipment & stationery
  accession register, stamps, curriculum directory, pencils, pens, spine labels, cello tape, glue, etc.

- The library material
  books, charts, periodicals, cassettes - video & audio, newspapers, etc
The school library policy

Whole School Information Literacy Policy

School Library Policy
- Policy title
- Policy development group
- Date of the final draft
- Vision
- Mission
- Objectives
- School library management
- School library rules
- Stock management
- Evaluation of policy
- Links with other policies
Accessioning, classification and pasting
Preparing shelf guides
Shelving the materials
Issues and returns