

# Library Policy

## 1. Library Opening Hours

| School Term Time<br>Monday - Friday | School Vacation Time<br>Monday - Friday |                         |
|-------------------------------------|---|-------------------------|
|                                     | March and September                     | May / June and November |
|                                     | 7.30 am to 4.00 pm                      | 9.00 am to 1.00 pm      |
|                                     |   | 9.00 am to 3.00 pm      |

*Pupils will be notified in the event that the library has to be closed.*

## 2. Loan Policy

- Pupils are entitled to borrow four books at a time.
- The loan period for books is 14 days.
- Pupils must produce their Student Identification Pass (SIP) (EZ-link card) if they wish to borrow books from the library.
- Pupils have to return the books by depositing them at the book drop or personally at Circulation Counter.
- Pupils must not allow their friends to use their SIP to borrow books or other library materials.
- Pupils may borrow books during their scheduled library periods or after school during the library opening hours.

## 3. Renewal Policy

- Books can be renewed for another 14 days.
- Each book can only be renewed once.
- Pupils may renew an item if :
  - the item has not been reserved by another pupil; or
  - the item has not been renewed before.
  - the item is not overdue.

## 4. Overdue Books Policy

- There are no fines for overdue library books.
- However, pupils who do not return their book(s) on the due date will not be allowed to borrow any books until the overdue book(s) is/are returned.
- Parents will be informed through a letter if pupils have not returned the overdue books for more than a month.

## 5. Lost / Damaged Library Items

- If an item is lost or damaged, the pupil will have to purchase the same titled book as a replacement.
- The pupil will have to replace the lost or damaged item with a new book of equivalent value to the library, if that book is no longer available in the market.
- The loan privileges of the pupil will be suspended until the replacement has been settled.

## 6. Library Etiquette

Pupils are expected to observe the following library etiquette:

- Speak softly at all times.
- Handle all the library materials with care.
- Return the books to the shelves after reading them and place all items in their proper places.
- Only pupils from Park View Primary School are allowed in the library at all times.
- Pupils who behave inappropriately will be asked to leave.
- Eating or drinking is not allowed in the library.

## PVPS Reading Passport

The PVPS Reading Passport is a reading programme in our school that aims to cultivate the love for the reading and literature, develop reading comprehension skills and expose pupils to different genres. This passport integrates the skills of the 21<sup>st</sup> century – Information Literacy and Social Emotional that encompass the core subjects of English and the language arts.

My Reading Passport is coined as a 'passport' to take students around the world. It encompasses termly reading activities that ties in with the termly thematic programmes in the library. Students collect stamps after completing the activities. These stamps can be exchanged for positive benefits and a HAF certificate at the end of the year.



Library activities are carried out to attract the students to the library and expose them to the different genres. Books are introduced through online stories which the students view or listen during recess or through apps in the ipad. The schedule of the activities would be highlighted to the students during Library Flash.

Through this Reading Curriculum, students would:

- be engaged and motivated readers
- be exposed to the different genres
- be developed in the Areas of Language Learning

- explore different themes

## PVPS Library Flash

### Term 1 - Back to School



**Lower Primary**

**Wemberly Worried**  
by KEVIN HENKES

Wemberly worried about spilling her juice, about shrinking in the bathtub, even about snakes in the radiator. She worried morning, noon, and night.

"Worry, worry, worry," her family said. "Too much worry."

**Upper Primary**

10-year-old August Pullman is going to school for the first time in his life. He has to learn new rules, interact with teachers, and figure out how to make new friends.

In addition, he also has a severe facial deformity that stops strangers in their tracks.

*by R.J. Palacio*



**Back to School**

|       | Week 3                   | Week 4              | Week 5              |
|-------|--------------------------|---------------------|---------------------|
| Mon   |                          |                     |                     |
| Tues  | Word Games (22/01)       | Creative Me (29/01) |                     |
| Wed   |                          |                     | Let's Watch (07/02) |
| Thurs | Minute to Win It (25/01) | Creative Me (31/01) |                     |
| Fri   |                          |                     |                     |



**And to Think That I Saw It on MULBERRY STREET**  
by Dr. Seuss

The first book Dr. Seuss wrote was called 'And to Think That I Saw it on Mulberry Street.'

Dr. Seuss' books are fun to read and we can also learn a lot of life lessons from them too!

A PERSON'S A PERSON, NO MATTER HOW SMALL

**Horton Hears a Who!**

**Truffula tree**

"Mister!" he said with a sawdusty sneeze. "I am the Lorax. I speak for the trees."

All together Dr. Seuss wrote 44 different books.



**Hats Off, Dr. Seuss**

|     | Week 8 | Week 9 | Week 10 |
|-----|--------|--------|---------|
| Mon |        |        |         |

You're off to great places,  
Today is your day!  
Your mountain is waiting.



[illegible]

**Sports Galore**

**Teamwork**

**Fair Play**

**Books in the Library**

**Resilience**

**Sports Galore**

|       | Week 9                | Week 10                |
|-------|-----------------------|------------------------|
| Mon   |                       |                        |
| Tues  |                       |                        |
| Wed   | Word Games<br>(22/05) | Creative Me<br>(29/05) |
| Thurs |                       | Creative Me<br>(30/05) |

*Term 3 – (Coming Soon)*