



NEW YORK  
ACADEMY

## **NYA LIBRARY POLICY**

### ***Philosophy***

The library is a gateway to knowledge and culture. It's a place where ideas are borrowed and born. At New York Academy, we give an importance to reading as books create opportunities for learning, help in shaping new ideas and perspectives.

### ***Rationale***

The purpose of the policy is to:

- Promote information literacy by helping students develop skills to discover, utilise and share information and knowledge
- Develop the habit of reading.
- Help teachers select materials that give students an opportunity to develop analytical skills.
- To provide guidelines around identifying, procuring and maintaining books and learning resources for collaborative learning.
- To provide guidelines to students on responsible handling of resources.

### ***Roles and Responsibilities:***

#### ***Librarian***

- Maintain and update a database of all learning resources.
- Track the current possession of books with students, teachers and staff.
- To promote resource-based learning through a wide range of materials, in both print and digital formats
- To procure learning resources recommended by teachers to the best extent possible
- Organise book fairs.
- Create and facilitate a reading/learning environment.
- Organize sessions for teachers and students on Academic Integrity and citing resources.

#### ***Teachers***

- Recommend learning resources to students based on availability.
- Use the resources for upgrading learning & teaching methodologies.
- Recommend new learning resources to Librarian as per curriculum requirements

#### ***Students***

- Follow library guidelines.
- Use library resources responsibly.
- Return the books borrowed on time.

#### ***Parents***

- Encourage the student to read books.
- To ensure the condition of the book is maintained.
- To ensure repayment/replacement in case of damage or loss of book. The minimum cost of each book is Rs 1000.

### ***Rules for the library***

- Library resources can be borrowed by students during the week.
- At a time, a student can borrow a maximum of 1 book.
- Borrowers are expected to return the book within 7 days and it can be reissued if they have not completed the book.
- A reminder shall be given to the student through the homeroom teacher if the student fails to return the book in 14 days.
- Users are not allowed to write or mark the pages inside the books.
- Books for the class library are issued to the Home Room Teachers.
- Students are allowed to access the library during Library Periods. Other than these, students will require a permission note signed by the HRT to use the Library and to borrow books.
- Eatables or drinks are not allowed inside the library

The following resources will be restricted outside the library

- Reference Books
- Encyclopaedia
- Dictionaries & Thesaurus
- Newspapers
- Magazine