BUSY BEES LIBRARY

Literary space at the Busy Bees International Preschool
in via Adelaide Ristori, 44

Introduction

The following policy aims to promote the culture of literature and to provide regulations for the use of the school library of the Busy Bees office at the Ristori Campus.

This school library project stems from the idea that a book is a universal tool of education and of growth, exploration and discovery.

Our space dedicated to books and literacy allows our students to take advantage of countless texts in English and experience moments dedicated to reading as an integral part of school routines. In this way, children will be able to develop autonomy, a personal taste for stories and a refined ability to choose by acquiring new skills. A child-friendly library in the school stimulates listening and broadens cultural, educational and didactic opportunities.

Alongside these objectives there is also a possibility for families to dedicate a few moments after school with their children, promoting and encouraging reading together. Our library will lend our students these volumes in accordance with the following regulations and stipulations.

"The simple realization of a space dedicated to reading, the definition of its functioning based on a few simple and intelligent rules, communicates to the students a very important message: that in that particular class, in that school, in that community, reading is considered a fundamental and valuable activity" (Il lettore infinito, Aidan Chambers)

"The Library for me is the heart of creativity in every school" (Michael Molpurgo)

The Catalogue

Busy Bees Library will be equipped with an electronic catalog shared with all families and a paper catalog that can be easily consulted by users directly in the designated area.

The school will provide a selection of specific texts but not all school volumes that are used in everyday school life. It will not be possible to request the loan of other volumes out of the catalog as they are reserved for the classroom.

The catalog will be divided by author in alphabetical order. Each text included in the catalog will contain the image of the book, a brief description and recommended reading age.
The catalog will be constantly updated with new volumes and users will be notified of each new addition.

Thanks to our partnership with the Rome International School our library will be even richer after the creation of an interlibrary partnership. We will thus have access to an increasing number of books and authors in the English language straight from their own well-resourced library.

The borrowing service

First mode of reservation:

The borrowing service will be administered by electronic registration via email at library@busybeespreschool.it. The selected text and the day requested for collection must be communicated to this specific address. If the book is available, authorization will be given for the loan and prepared for the desired check-out day of the member; if the text is not available as it is already on loan, a postponed alternative check-out date will be proposed.

Second mode of reservation:

Every Friday from 16.30 to 17.00 you can view the collection by coming to our designated library space and choosing them directly with your children. In this case it will be necessary to sign a paper register with the name of the chosen volume, the date of check-out and a confirmation signature. When this book is returned, according to the regulations described below, it will be necessary to enter the return date and an additional signature.

This service will be supervised by a school manager in the indicated timetable which, above all for

an initial period, will guide users in the borrowing regulations and will safe-guard the familiarization of the space and use of our catalog.

Librarian for a day:

Every Friday a kindergartener will manage the borrowing service, the child on duty adhering to a previously arranged schedule. She or he will help set-up the books available, stamp the Busy Bees Library cards and take note of the book reservations.

Times and quantities:

It is possible to request up to two volumes at a time and for a period of maximum three days.
This allows all users to easily access the collection available in a short time but adequate enough to read the literature.

It is of course possible reserve a book more than once, but always for a maximum of three days.
Membership

Joining the Busy Bees Library project is optional.

To join the Busy Bees Library service, it is necessary to sign the appropriate subscription form and pay the annual fee of € 5.00 to obtain the membership card. This card includes:
- ability to request an unlimited number of texts during the year, with accordance to the program's regulations;
- every 10 books borrowed from our Library rewards children with a small surprise.

Participation as a Donor in the Library Program

The Busy Bees Library is a space for our students and their families, and the goal is to make everyone feel welcome in an open and engaging space.

We invite all families to participate by contributing a donation of used books in order to further enrich our library. We ask that any donated books be child appropriate and in good condition.
This donation is completely optional and can take place at any time during the year.

Volume damage policy and delays in delivery

Concerning the use of the school library, respect is extremely important and we count on the help and cooperation of all families involved.

Please take note of the following policies:

- In case of irreversible damage or loss of the borrowed volume, Busy Bees Library will request the reimbursement of the entire amount of the book;
- In case of late delivery of the volume we will be forced to solicit the families daily and if the delay should be prolonged or repeated on several occasions of borrowed books, the Busy Bees Library will be forced to revoke membership for the rest of the school year.

The more you read,
the more you know,
the more you learn,
the more places you will go

THE BUSY BEES PRESCHOOL STAFF