

LUX II Primary Library

A. Contact and Address

Two part time librarians:

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B. Opening Hours

Monday & Wednesday: 8:30-16:30

Tuesday- Thursday- Friday: 8:30-12:30

C. Collection

The collection includes approximately **27 000** titles. The collection is organized according to language sections (12) and the classification system used is **Dewey Decimal Classification System**, which is the most user friendly and suitable classification scheme for a school library. The Library is divided into following sections:

- Main Library
- Class Reference books (collection kept inside classrooms)
- Teacher's Library (in teacher's room)
- Magazines (Main library and teacher's room)
- AV collection (collection only for teachers use)
- Lang II collection (inside Main Library)

D. Lending policy

Books and magazines can be borrowed to pupils from the main Library collection. Teachers can also borrow AV material, magazines etc.

- Pupils of years 1- 2 visit the Library **every week** and can borrow **up to 2 books**
- Pupils of years 3-5 visit the Library **every two weeks** and can borrow **3 books (called week A & week B)**

Morning break lending policy (11:00 – 11:15 am): pupils who come with their class to the library every second week, are welcome to use the library in the morning break to exchange their library books. This policy has enhanced the use of the library and readers can benefit for recreational reading but also for obtaining material for class projects and homework.

Reminders should be sent out for **overdue or lost items**. In case of loss or damage of items belonging to the library collection, the librarians or the volunteer parents of “Mots de Zaza” ask pupils to pay a 10€ fee for replacing the item.

E. General rules (How to behave in the Library)

The Library is part of the school premises and pupils should have the appropriate behavior. The library is the place to read, study and borrow books. Pupils are always welcome but should contribute to keep a quiet and calm atmosphere in order to respect other readers and library staff.

Rules for library users:

1. Don't be noisy
2. Speak in a low voice
3. Be patient
4. Respect the others who are on the same time in the library
5. Follow the instructions of your teacher and the librarians
6. Help each other

F. “Mots de Zaza” Association

The Library is helped by volunteer parents, mainly for helping classes with loans. The Association of “Mots de Zaza” started the operation of the primary library many years ago at LUX I. The Association collects the voluntary contribution of 10€ from parents and this budget has enriched the library collection enormously. Librarians welcome new people joining the association or helping independently at the Library, as only one position (two part-time librarians) cannot cover all tasks in **a library serving more than 700 pupils and more than 70 teachers.**