Overview

To run and maintain an efficient school library, there are a number of points to keep in mind. The following list is a guide.

1. **Be consistent and accurate**: labelling, placement of barcodes and spine labels, accessioning, etc. Establish your library’s Procedures Manual so that anyone can walk into your library and know exactly how to operate each procedure in that library.

2. **Resources**: catalogued/accessioned consistently, placement of barcodes and labels, labelling eg, source, cost, year, classification, spine labels. Details of each of these should be clearly stated in your Procedures Manual. Decide on the Collection, relevant Resource Loan Category, be sure to have classification and suffix on every item.

3. **Maintenance**: book-covering and repairs are essential services in preserving the quality of your resources.

4. **Borrowers**: know your borrowers, set limits if required.

5. **Collection Development**: according to the needs of your users. It is desirable to establish a Collection Development Policy.

6. **Dewey**: try to become familiar with the main sections as well as the most popular sections of your own library. Use SCIS OPAC to locate similar titles/subjects, or acquire an abridged Dewey Manual.

7. **Shelving**: an important library duty. Shelves must be maintained so that resources can be easily located. To this end each of the books should have clear and easy-to-read spine labels.

8. **Oliver Home page**: make an effort to keep this up-to-date as it can be the window to your library.

9. **Overdues**: try to keep overdues to a minimum. Any resources not returned after a certain period of time, eg twelve months, can be deemed to be missing. These items will need to be returned manually and have the status changed to Missing. They can be printed out first from the Borrower’s file and kept on record.

10. **Culling**: this can be done regularly in order to maintain an up-to-date collection. Recommendations for the Culling process should be contained in the Collection Development policy, but the criteria would be such conditions as out-of-date material, damaged beyond repair, under-used resources, etc. Don’t forget to always print a Disposal report and have it signed by your Principal (Auditor requirement).