

IASL BASIC LIBRARY MANUALS

From IASL 2015:

Beginners' Guide to School Library Organisation, (2001) by Rose Damon, Education Library and Information Services of the Western Cape Education Department. Distributed by EDUMEDIA (WCED). This 40 page title can be purchased very cheaply from Edumedia at a cost is R10-00 per booklet. The booklet is intended for teachers who have no library training. A Simplified list of subject headings for school libraries is also available.

Guide to setting up an open library in primary schools. Usha Mukunda (2011). Simple but worthwhile 10 page pdf on making the library a vibrant place with community interaction; ideas for activities and displays. Great ideas for developing nations as well as those with established school libraries.

Hands across the Sea Library Manual for Primary Schools: Seven steps to creating an outstanding school library by Ina Howe. A 25 page coloured pdf file with ideas for choosing a library team, choosing and preparing a library space, getting the books ready and setting up a system for checking them out, library operations and preparing students, staff and parents. There are suggested resources to help the process. There are links to related resources.

How to set up and run a school library by Erin Schreiner. A brief overview of the basics with links to other necessary aspects of library management, such as decorating, evaluating the school library, library activities for kids and how to use a library catalogue system.

Libraries for All! How to Start and Run a Basic Library (Peace Corps, 2004) by Laura Wendell can be downloaded as a pdf file of 80 pages. This manual covers setting up the library, budgeting, making rules, managing the library, organising the materials, circulation and weeding, book donation programs, an annotated bibliography of library manuals.

Library management ideas and materials. A Pinterest page with links to lots of great online resources for the school library.

Setting up and running a school library by Nicola Baird (2012) for VSO, an international development charity. This is a book with illustrations and very practical advice on establishing and running a school library. <http://files.eric.ed.gov/fulltext/ED536911.pdf>

Starting and managing a book collection by BookAid. A pdf file with pages on how to acquire, store and maintain books, organize, loan and maintain books. It covers briefly school libraries, classroom collections, mobile libraries and teacher resource centres.

Support for resource centers and libraries (UNESCO) Links to book donation agencies, funding sources and basic training manuals, including Internet training and skills.

OTHERS

Library media center management. <http://www.sldirectory.com/libsf/resf/manage.html>. A directory of policy and procedure manuals.

Library success: A best practices wiki. [http://www.libsuccess.org/Library_Success: A Best Practices Wiki](http://www.libsuccess.org/Library_Success:_A_Best_Practices_Wiki) A one-stop shop for great ideas and information for all types of librarians..

Setting up a school library: A resource guide. <http://www.ala.org/tools/libfactsheets/alalibraryfactsheet16b> A list of books and other resources by the American Library Association

International Relations Round Table. *IRRT free links*. Chicago, IL: American Library Association. <https://sites.google.com/site/irrtfreelinks/> A project providing access to free professional development opportunities for librarians around the world

School Library Association. (2015). *Primary school library charter*. London: SLA.
<http://www.sla.org.uk/primary-charter.php>. A 12-page booklet intended to help you set up and run a school library, or give you ideas for improving what you already have.

Central Board of Secondary Education. *Organizing school libraries*. Delhi, India: CBSE.
<http://cbse.nic.in/LIBRARY-1-99.pdf> Extensive guide with a South Asia focus.

Mukunda, U. (2011). *Guide to setting up an open library in primary schools*. Bangalore: Centre for Learning. <http://library.cfl.in/wp-content/uploads/2010/07/Manual.pdf> Another Indian guide, shorter, for primary school libraries.

Howe, I. (2013). *Library manual for primary schools*. Boston, MA: Hands Across the Sea.
<http://library.cfl.in/wp-content/uploads/2010/07/Manual.pdf> Attractice and straightforward guide with a Caribbean influence.