

## **THE LIBRARY AND RESOURCE CENTRE POLICY FOR IMPLEMENTATION 2009**

### **1. The Library**

- 1.1. The library will be supervised daily by a group of 12 library assistants who will have specific tasks to complete regularly.
- 1.2. Librarians will be granted access to the Computer Centre as a privilege in return for the responsibility and commitment.
- 1.3. A register must be completed daily and students who miss more than TWO consecutive days' duty or THREE duties in a month will be relieved of the position.
- 1.4. Poor attitude or irresponsible behaviour of librarians will be reflected upon the April and August reports.

### **2. The Computer Centre**

#### **2.1. Basic Training**

- 2.1.1. Any student who applies for computer privileges or is recommended by a teacher must first complete a basic training course, unless he/she can prove existing computer literacy.
- 2.1.2. The Computer Literacy Course will be 6 weeks' duration, involving homework assignments and concluding with a test. Both H/W and test marks will be reflected upon the reports.
- 2.1.3. The Computer Course will be assigned 12 hours' weekly. One group will receive two separate one-hour sessions a week; in effect, therefore, three groups could operate simultaneously.
- 2.1.4. Two hours weekly will be allocated for Course students to complete their homework assignments on the computers.

### **3. The Alpha Club:**

#### **3.1. Terms of Admission**

- 3.1.1. On the recommendation of a teacher, who will specify the focus of study or research.
- 3.1.2. On the basis of an exceptional mark in a subject.
- 3.1.3. On the personal application by a student, provided that the application is supported by a teacher.
- 3.1.4. If the student is a library supervisor, with the support of the Librarian.

#### **3.2. Terms of Operation**

- 3.2.1. The **Alpha Club** will be allocated 12 hours weekly (x 9 computers).
- 3.2.2. Students must commit to specific hours and are allowed up to 3 hours weekly.
- 3.2.3. TWO missed consecutive sessions or THREE sessions missed in one month will result in removal from the Alpha Club in favour of a more committed student.
- 3.2.4. Removal from the Alpha Club will be reflected upon the report.

## **4. The Beta Club**

### **4.1. Terms of Admission**

- 4.1.1. At the request of a teacher, together with a list of work difficulties to be addressed.
- 4.1.2. On the basis of poor test results.
- 4.1.3. At the request of a student, supported by a teacher recommendation.
- 4.1.4. If the student is a library supervisor, with the support of the Librarian.

### **4.2. Terms of Operation**

- 4.2.1. The Beta Club will be allocated 12 hours weekly (x 9 computers).
- 4.2.2. If the need exists, the allocation will be extended at the expense of The Alpha Club.
- 4.2.3. TWO missed consecutive sessions or THREE sessions missed in one month will result in removal from the Alpha Club in favour of a more committed student.
- 4.2.4. Removal from the Beta Club will be reflected upon the report.

## **5. Rules**

- 5.1. All members will be allowed access to the Computer Centre for one term, with an option to renew, subject to availability of place PLUS the endorsement of the Librarian and the Computer Supervisor.
- 5.2. Inability to attend a booked timeslot must be reported in the form of an apology, preferably in advance.
- 5.3. DVDs and CDs may be booked out. If the DVD/CD is damaged/lost/stolen the replacement will be to the account of the student with the last booking.
- 5.4. Any student found with inappropriate material on the internet will be summarily and permanently dismissed from the centre. A testimonial will not be available.
- 5.5. No food, drink or music is allowed in the centre.
- 5.6. Computers must be shut down properly and switched off for the last session of the day.
- 5.7. One student will be elected overseer for each shift daily.

**G.L. Hill**

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