

SCHOOL LEARNING SUPPORT MATERIAL POLICY

Requisitioning Books

Books are received by the Deputy Principal, checked Against Heads Of Department Requisition Books.

The **Deputy Principal** order books for different departments.

Receiving And Processing Of The order form and the Invoice Is Signed.

The H.O.D. concerned is informed about the delivery. The H.O.D. process his/her books together with educators in his/her learning area.

Issuing Of Books

Books are issued by H.O.D.'s,; H.O.D's distribute books to subject educators and subject educators to learner etc. Subject educators record books according to titles and numbers. Loan forms are signed by learners so that they must know books loaned to them and when to return the books.

Educators Inventory

Educators Inventory is kept by the subject educator.
Subject educators must record the number of books issued to learners. The H.O.D. must have a checklist of all books issued to learners in his/her learning area.

Master Inventory

Educators Inventories are compiled and kept in the Principal's office.

Retrieval Of Books

Books are retrieved at the end of the term through class educators. The retrieval of books will be according to the examination timetable. Books will be checked against loan forms. If lost books must be replaced, i.e. bought from book shop or the school can collect money according to prices and replace lost books. The educator concerned must take retrieved books to the H.O.D. together with subject head to the library for storage.

Conditions For Subsequent Loan Of Books

Learners and Educators who fail to return books will forfeit the right for a loan of books in the same learning area in the following year until such time that the books are returned.

Storage

The school library serves as a storeroom. Books are stored according to learning areas. Surplus and obsolete books are also stored in the library.

SLMC Member

- SLMC (School library Management Committee) members must do stock taking at the end of the year/quarterly.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

