



European School LLC
შპს ევროპული სკოლა

European School Library Handbook

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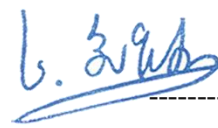

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1. Library Mission and Vision

Mission

The European School Library provides a welcoming and intellectually stimulating environment that supports the academic, personal, and cultural growth of students, staff, and parents. By offering a diverse collection of resources, cutting-edge technologies, and inclusive programmes, the library empowers users to achieve excellence in their academic pursuits and to embrace lifelong learning.

Vision

To establish the library as a central pillar of the school community, fostering critical thinking, academic integrity, and cultural appreciation. Through collaboration, innovation, and inclusivity, the library aims to be a beacon of knowledge and a catalyst for personal and societal transformation.

Core Values

- **Inclusivity:** Embracing and supporting diverse learning needs and cultural backgrounds.
- **Integrity:** Upholding ethical practices in academic and personal growth.
- **Collaboration:** Partnering with educators, students, and the wider community to enrich learning.
- **Innovation:** Leveraging technology and modern practices to deliver exceptional services.

2. Library Objectives

The European School Library operates with the following objectives:

Objective	Key Strategies
Provide equitable access to a world-class collection	Maintain a curated selection of books, journals, and multimedia resources aligned with the curriculum and user interests.
Foster critical thinking and research skills	Deliver workshops on academic integrity, research methodologies, and digital literacy.
Promote multilingualism and intercultural understanding	Offer resources in various languages, celebrate cultural events, and collaborate with language departments.
Cultivate a love for reading	Host engaging events such as book clubs, reading challenges, and author visits to inspire a passion for literature.
Enhance digital competencies	Integrate AI tools, Follett Destiny, and research databases into library services, ensuring users are adept at utilising modern technologies.

3. Library Statute and Governance

The European School Library functions under the governance of the School Director, operating in compliance with Georgian legislation, the School Charter, and internal policies, such as the Academic Integrity Policy and Language Policy.

Governance Structure

Role	Primary Responsibilities
Head of the Library	Develops strategies, ensures smooth operations, liaises with school leadership, and oversees budget and policy implementation.
Deputy Head	Assists in day-to-day management, supports staff coordination, and monitors compliance with borrowing and collection policies.
Middle & High School Librarian	Curates resources for Grades 6-12, leads academic integrity workshops, and supports cross-disciplinary projects
Primary Years Librarian	Facilitates early literacy programmes, interactive storytelling sessions, and resources for Grades 1-5.

Key Functions

- **Academic Support:** Providing materials and guidance to enhance student learning and research outcomes.
- **Cultural Enrichment:** Promoting multilingualism and cultural heritage through events and targeted collections.
- **Operational Excellence:** Ensuring effective management of library resources, technology, and staff.
- **Community Collaboration:** Building partnerships with educators, parents, and external organisations to enrich library offerings.

Accountability

The Head of the Library reports directly to the School Director, ensuring alignment with strategic goals and policies. Regular performance reviews, usage statistics, and stakeholder feedback are used to evaluate library success.

4. Library Facilities and Resources

Facility Overview

The library boasts a modern, versatile space for diverse learning needs. Its layout includes:

- **Middle & High School Library:** Equipped with collaborative workstations, a quiet study area, and access to research databases.
- **Primary School Library:** Features child-friendly furniture, a storytelling zone, and interactive technology tools.

Specialised Areas

Zone	
Digital Research Hub	A space for accessing databases, using AI tools ethically, and conducting advanced research.
Cultural Heritage Corner	Showcasing multilingual and culturally significant resources to promote global awareness.
Reading Nook	Cosy spaces designed to encourage leisurely reading and relaxation.

Resource Statistics

Total Books	12,500+ volumes in English, Georgian, Russian, German, French, and Spanish.
Digital Subscriptions	Includes digital resources suitable for all grade levels
Multilingual Materials	A significant portion of the collection is available in students' home languages.

5. Technology Integration and Online Services

The library is at the forefront of educational technology, leveraging tools to enhance accessibility, learning, and engagement:

1. Follett Destiny:

- A powerful catalogue system offering multilingual search capabilities and tailored recommendations.
- Enables students and staff to reserve books, explore digital collections, and access personalised reading lists.

2. Online Library Portal:

- The library website (<https://esonlinelibrary.com/>) provides 24/7 access to digital resources, research guides, and interactive tools.

3. AI Integration:

- Ethical use of AI tools is encouraged through workshops and training.
- Provides support for citation, brainstorming, and critical evaluation of AI-generated content.

4. Digital Literacy Programmes:

- Sessions on navigating databases, evaluating online sources, and avoiding misinformation.
- Tech Thursdays: Weekly workshops on emerging technologies and best practices.

6. Library Policies and Procedures

The European School Library operates under a robust framework of policies to ensure the effective use of resources, ethical academic practices, and a supportive learning environment for all members of the school community.

6.1 Borrowing Policy

The borrowing policy is designed to provide equitable access to resources while maintaining the integrity of the collection.

User	Material	Loan Period	Renewals	Special Notes
Students	General Collection	14 days	1 renewal	Reference materials for in-library use only.
Faculty/Staff	Curriculum Resources	Unlimited	Unlimited	High-demand items may have restricted loan periods

Late Returns and Lost Items

- Lost or damaged items must be replaced or reimbursed.

Reserved Materials

- High-demand resources, such as textbooks and research guides, cannot be reserved in advance.

6.2 Academic Integrity Policy

The library upholds the school's commitment to academic honesty by fostering ethical research and learning practices.

Key Elements

1. **Workshops and Training:**

- Interactive sessions on MLA citation and referencing for Grades 6-12.
- Turnitin training for students and staff to detect and address plagiarism.
- Ethical AI usage workshops, focusing on proper attribution and critical evaluation of AI-generated content.

2. **Plagiarism Prevention:**

- Access to tools like Turnitin and guides on avoiding academic dishonesty.
- Customised one-on-one research consultations to support proper source usage.

3. **Sanctions:**

- Clear, progressive measures are outlined for addressing breaches of academic integrity, aligned with the school-wide policy.

Academic Integrity Week

An annual event featuring expert speakers, hands-on citation workshops, and panel discussions on ethical research practices.

6.3 Weeding Policy

The library collection is regularly reviewed to remain relevant, accurate, and aligned with academic requirements.

Criteria for Removal

- Outdated content.
- Damaged materials beyond repair.
- Low-circulation items no longer aligned with curriculum needs.

Process

- Teachers are consulted before removing subject-specific materials.
- Weeded items are donated to underserved schools or recycled.

6.4 Language Support Policy

Aligned with the school's **Language Policy**, the library supports linguistic diversity through:

1. A curated collection in multiple languages, including English, Georgian, Russian, German, and French.
2. Multilingual programmes and events, such as the International Mother Language Day celebration.
3. Targeted resources for EAL students, including graded readers and bilingual dictionaries.

6.5 Digital and AI Resource Use Policy

The library promotes the responsible use of digital tools and AI technologies to enhance learning:

- **AI Tools:** Proper citation of AI-generated content is mandatory in all academic submissions.
- **Digital Literacy Training:** Regular sessions on evaluating online sources and avoiding misinformation.
- **Safe Internet Use:** Workshops on maintaining digital safety and privacy while conducting research.

7. Library Events and Community Engagement

The library is a vibrant hub of activity, hosting a variety of events designed to inspire curiosity, celebrate diversity, and connect the school community.

Annual Signature Events

World Book Day	Celebrate global literature through author visits, storytelling, and writing competition	Entire school community	April 23
Academic Integrity Week	Workshops, guest speakers, and discussions on ethical academic practices.	Grades 6-12	October-December
International Mother Tongue Day	Poetry readings, cultural performances, and multilingual book displays.	Entire school community	February 21
Library Week Celebration	Book fairs, scavenger hunts, and "Librarian for a Day" programmes.	All grades	April