

Our borrowing policy is based upon the mission statement and values of the College, as well as the UWCSEA learning programme

Borrowing

The collection for each branch library will consist of a wide range of age and developmentally appropriate resources which meet the needs of its specific user group. Increasingly the library is providing a range of formats including books, eBooks, periodicals, newspapers, electronic resources, audio-visual resources, PDFs and online resources (including internet sites and databases) in order to provide for users' varied learning and enjoyment.

Additionally, connecting to the UWCSEA Mission Statement that "The UWC movement makes education a force to unite people, nations and cultures for peace and a sustainable future," the libraries make every effort to be inclusive with the collection materials in order to reflect and encompass the diverse population of the school.

The library supports the principles of "Freedom to Read" and we refer to the statement from The Australian Library and Information Association (see [Appendix 1](#)) as well as the [American Library Association Library Bill of Rights](#), whilst applying these standards, being sympathetic to the needs of a school library and sensitive to the cultural context of an international school in Singapore.

Who can borrow?

Current students, parents of current students and staff members of the college may borrow books from either of the two libraries. The UWCSEA libraries will also consider inter-library loans or loans to external borrowers who have an association with the College.

Parents and external borrowers are able to borrow books on the understanding that should a book be required by a teacher or a student to support learning they will be notified and they must return it on the next school day.

Borrowing times

The Primary and Secondary libraries open at 7:30am and close at 4:30pm, on regularly scheduled school days.

Primary school patrons may borrow books before school, during morning break and lunch on their designated grade-level days (according to the schedule posted on the library door), and after school when accompanied by an adult. Patrons may also borrow during their weekly scheduled class visits.

Secondary school patrons may borrow books at any time before school, after school, during lunch and during scheduled class visits.

Infant school patrons may borrow books during their weekly scheduled class visits and before/after school when accompanied by an adult.

The libraries are open for borrowing during school holidays on Wednesdays from 9am - 11am. Junior school students must be supervised by an adult in the library during the holidays.

Finding materials

Library patrons may search for books by going to catalog.uwcsea.edu.sg, selecting the correct library and then going to Catalog at the top. If patrons need further assistance, the library staff is happy to help.

Length of loans

Initial loans for regular library books are for two weeks, after which time they need to be renewed or will be considered overdue. Textbooks, text sets & readers are loaned out for the required length of time for use, according to the learning programme.

Loan times for library books required for academic classes can be adjusted by library staff at check-out if it is necessary for the book to be used for an extended period of time. Patrons are asked to inform the library staff of such a need at the time of check-out.

Renewals

Before books become overdue, the loan period can be extended once by the patron by going to catalog.uwcsea.edu.sg and selecting the correct library (<http://ask.uwcsea.edu.sg/faq/176577>). Patrons log in using their GAPPS ID and selecting MY INFO to renew their books. Renewals can also be granted in the library by library staff at the checkout desks.

Further renewals must be granted by library staff at the checkout desks in the library. If the book has been reserved by another patron, we will ask that the renewing patron be a principled community member and return the book as soon as possible so that it may be shared.

Returns

Library books may be returned at the circulation desk or in the book return boxes located outside both libraries, as well as outside of the entrance to the Infant School via the car park.

From time to time books from other libraries in Singapore are returned to the College library. These books will be held in the library for a week and then returned to the library concerned. Other books that don't belong to the library will be sent to lost property at the end of each week.

If a book from UWCSEA is returned to another library the borrower will be contacted and asked to collect the book and return it to UWCSEA.

Limits on borrowing

As the library promotes and encourages active reading for all community members in order to develop strong life-long habits, there are no limits placed on the number of books that library patrons may check out at a time, providing that the patron does not have overdue books. However, following the UWCSEA profile, we encourage patrons to be self aware and self-managers when selecting books to check out in order to choose an appropriate number to meet their reading habits.

Patrons who have overdue books will have limits placed on the number of books they are allowed to check out until the overdue books are returned.

Reserves

If a patron finds that their desired book is currently checked out, they may request that the library staff reserve the book for them. The patron will then be contacted when the book becomes available for check-out. If more than one patron has reserved the book, notifications will be sent out according to the order of reserve requests. [Patrons can also reserve books online by logging into their library account.](#)

Classroom resources

These include- but are not limited to- class textbooks and classroom readers. Patrons who are currently in a two-year learning programme which requires them to retain textbooks during the duration of the programme may keep them during school holidays. When borrowing, patrons should make it clear to the library staff how long they require the book for.

Additionally, patrons whose use of classroom readers is designated by teaching staff may check the readers out during the school year.

Due to the limited number of classroom resources available, as well as the need to examine the resources for damage and replacement, patrons are not permitted to borrow classroom resources during extended school holidays. Exceptions may be permitted by Heads of Department or classroom teachers in the event of extenuating circumstances that require patrons to use the books during holidays, such as a pre-approved late return or lengthy medical leave. In this event, written permission from the Head of Department or classroom teacher must be communicated to the library.

Overdue Resources

As our library does not want to discourage the community from borrowing resources, we do not impose overdue fines. However, once a book is overdue, if it is not renewed then weekly reminders will be communicated (either via email or during weekly scheduled visits) to the patron, encouraging them to either return or renew the book. After three reminders to the patron, a final notice will be emailed to parents informing them that the book needs to either be returned or replaced within 30 days or they will be invoiced for it (see Replacing Lost or Damaged Books). An invoice from the Finance Department will include the replacement cost of the book plus 7% GST. Once an invoice is issued by the Finance Department the library can no longer accept the return of books. If a book is returned after the issuance of an invoice patrons may collect the books from the library within 7 days. Books not collected in this time will be considered a donation to the library. See our FAQ about overdue books <http://ask.uwcsea.edu.sg/faq/212100>

Students who are leaving the College and have outstanding library resources will have their transcripts and/or yearbook withheld until their account is settled.

Replacing lost or damaged books

If an item is deemed lost or damaged, the patron will have 30 days in which they will be provided the opportunity to replace or pay for the book. If the option to replace the book is chosen, the new copy may be given to the library staff and the item will be removed from the patron's borrowing record. If the patron chooses to pay for the book, the library staff will inform them of the cost of a replacement copy and they may pay for it in the library.

If the patron has not replaced or paid for the item, they will receive an invoice from the Finance office informing them of the replacement cost of the book. An invoice from the Finance Department will include the replacement cost of the book plus 7% GST. Invoices issued by the Finance Department cannot be cancelled once issued. It is *always* best to speak to the Teacher Librarian *before* an invoice is issued. See our FAQ on lost and damaged books. <http://ask.uwcsea.edu.sg/faq/151017>

Holiday borrowing

Non-classroom resources may be borrowed from the library during school holidays. Patrons are required to first clear their records of any missing or overdue books before being allowed to check out books for the holiday. Secondary patrons and parent borrowers do not have a limit on the number of non-classroom resource books they may borrow, while primary patrons are permitted to borrow up to three books for holiday reading. To find suggestions for books and digital resources that can be accessed over the holidays, visit our Summer Reading website <https://research.uwcsea.edu.sg/east/summerreading>

Digital resources

The library has an extensive collection of eBooks which can be borrowed by library patrons. Information about the collection and instructions for borrowing can be accessed at: <http://research.uwcsea.edu.sg/c.php?g=33229&p=211060>.

The digital resources return themselves after a set period of time and will need to be borrowed again if further use is required.

Appendix 1

Statement on Freedom to Read

The Australian Library and Information Association believing that freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other sources of information, affirms the following principles as basic and distinctive of the obligations and responsibilities of the librarian:

A primary purpose of a library service is to provide information through books and other media on all matters, which are appropriate to the library concerned.

A librarian must protect the essential confidential relationship, which exists between library user and the library.

The functions of the librarian include: to promote the use of materials in the librarian's care; to ensure that the resources of the library are adequate to its purpose; to obtain additional information from outside sources to meet the needs of readers; to cater for interest in all relevant facets of knowledge, literature and contemporary issues, including those of a controversial nature; but neither to promote or suppress particular ideas and beliefs.

A librarian, while recognising that powers of censorship exist and are legally vested in state and federal governments, should resist attempts by individuals or organised groups within the community to determine what library materials are to be, or are not to be, available to the users of the library.

A librarian should not exercise censorship in the selection of materials by rejecting on moral, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the library and meets the standards, such as historical importance, intellectual integrity, effectiveness of expression or accuracy of information which are required by the library concerned. Material should not be rejected on the grounds that its content is controversial or likely to offend some sections of the library's community.

A librarian should uphold the right of all Australians to have access to library services and materials and should not discriminate against users on the grounds of age, sex, race, religion, national origin, disability, economic condition, individual lifestyle or political or social views.

A librarian must obey the laws relating to books and libraries, but if the laws or their administration conflict with the principles put forward in this statement, the librarian should be free to move for the amendment of these laws.

(ASLA & ALIA, *Learning for the Future*, 2001, pp. 57-58)