

Primary school library organization

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The projects purpose was to establish a database for lending books that will be able to produce reports according to different parameters.

The School library is active; pupils lend and return books. Lending registration is done manually by a teacher or by one of the children (library trustees). The library has a computer with *Agron* software, but it is not in use.

A preliminary and important stage of the project, was visiting elementary school libraries, in order to understand their uniqueness. During meetings with school principal and advisor, the pupils' needs were presented, as well as the expectations of the school, and its financial and technical limitations. A connection was established with the support team of *Agron* software: practical advice was given to support self-learning. A policy document; set of regulations and two booklets of work instructions using *Agron* were produced: for the teacher-librarian and for the library trustees. The technical aspect included: cataloging the books, preparing and attaching barcode stickers onto the books. In the last meeting, a tutorial was given to the teacher-librarian on the use of *Agron*.

The project emphasized the importance of organizing and classifying books according to school population needs; it resulted in developing a database which allows for lending and returning books in a computerized fashion that will assist in providing accessibility to information of that data.

The policy document and regulations should be applied and cataloging the remainder of the books is needed. Library trustees can assist more in the ongoing work of the library.