

Library policy

School policy on the school library
and the role of the librarian

ADOPTED: 2020

REVISED: 2021

CROSS REFERENCES to:

REFERENCES:

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1. Introduction

In the summer of 2020 ALASCA school moved to a new school building. This new building features a (small) library facility. Such facilities had not been available to us in our previous situation. We are, therefore, currently still in the process of building up our library, by compiling a collection of resources based on our curriculum and the needs of our students. Our library will be accessible to our students from august 2021 onward. This means that students starting in DP1 will have full access to our library.

We recognize the following goals of our library facilities:

- 1. to have the library serve as the primary resource for students who are looking for additional information on certain topics related to the courses offered in our school and/or are working on research projects, like the Extended Essay and its Dutch equivalent (PWS);**
- 2. to give students options to independently study additional languages and/or improve on their language skills, by offering them resources to do so;**
- 3. to offer members of staff resources to improve the quality of their teaching by including a collection of books on learning, pedagogy, classroom strategies and developmental psychology.**
- 4. to promote the enjoyment of reading and support the development of life-long readers.**

2. Available resources

As stated above our library facilities are new. Because our library and book collection are relatively small, we have chosen to offer our students access to additional databases and collections, thus expanding the available information resources beyond the scope of what we are able to offer within our school.

Book collection

In recent months the school has invested time, energy and means into building a relatively small, but high quality collection of books. The collection of books in our library currently comprises approximately 800 titles, and it is growing. New books are added on a regular basis.

We expect to start school year 21/22 with a collection of at least 1000 books that fit directly with our curriculum and the needs of our students.

Our book collection currently includes:

- Over 300 titles in literature, including both fiction and non-fiction, supporting language courses in Dutch and English. This part of our collection focuses on classic literary works and is currently already being used by our senior students in our Dutch programme. We also offer reading materials for leisure reading.
- Textbooks, periodicals, magazines and reference guides directly supporting all the IB subjects that our school offers. These resources serve as additional reference materials for students who need more support and different perspectives to study the subject topics.
- Additional books directly relevant to and supporting all the IB courses offered at our school. These books serve to give students additional information on topics discussed in the subjects and inspiration for questions that may lead to their Extended Essay and other research projects.
- A collection of more than 100 additional and general books (and periodicals) on academic topics, such as: natural sciences, social sciences, politics, philosophy, history, economics, etc. These books give students possibilities to expand on their general knowledge and pursue their own (academic) interests.
- Several books on research methods, statistics and academic style conventions to support students in research and writing as well as structuring the Extended Essay and its Dutch equivalent (PWS).
- Approximately 25 books supporting (individual) language acquisition needs of our students. We currently offer course books and reference guides for the following languages: English, Dutch, Spanish, German, Japanese and French. Additional resources for other languages will be acquired at student's requests and as a result of the school's plan to develop learner autonomy in language learning and

plurilingualism (see ALASCA - [Preliminary Language Policy](#)).

- Over 75 books on learning, pedagogy, classroom strategies and developmental psychology. These books are specifically aimed at members of staff.

Digital resources

In addition to the school's own library facilities two external, digital resources are provided to our students:

1. Access to collection of the public library of Amsterdam (OBA)

Our school has an agreement in place with the public library of Amsterdam (Openbare Bibliotheek Amsterdam, or OBA in short).¹ All students receive a membership card, allowing them to access the library's collection, read and borrow books and use the facilities of all the libraries in Amsterdam. The OBA offers a wide range of books, e-books and magazines in Dutch, English and the many languages spoken in the Amsterdam community. As part of this agreement, members of staff from the OBA offer workshops to our students on how to use the digital OBA catalogue. All our students, including those enrolled in DP1, follow these workshops.

2. Access to academic databases worldwide (EBSCO)

The school has a licence agreement with EBSCO. As of August of 2021 students in our senior years, including students enrolled in the DP, will have access to a large collection of academic journals and research databases, through the EBSCO portal.² This will allow students to access contemporary research that is relevant to the courses offered at school and to the various research projects they undertake, such as the Extended Essay.

The librarian and members of the EBSCO support team will offer yearly workshops to senior students on working with the EBSCO portal and databases.

3. Access to digital catalogue Aura Online

Students can find any book in the digital catalogue Aura (<https://alasca.auralibrary.nl>). The catalogue shows whether a book is available in our library or in the public library. The homepage of Aura offers options to add tiles with links to other useful websites. In this way Aura functions as a portal to other information.

Student access to resources

Our book collection is catalogued digitally and students have access to the catalogue by means of <https://alasca.auralibrary.nl> and the www.readingcloud.net sitelink in the EBSCO host portal. Students are free to use the books for their studies in the library. It is also possible for students to borrow books from the library. For this purpose the librarian and/or a member

¹ See appendix 1 (public library (OBA) agreement)

² See appendix 2 (EBSCO licence agreement and [overview of the databases](#))

of the support staff is present in the library on two weekly moments: Tuesday afternoon and Thursday afternoon.

All students can access the OBA (public library) and EBSCO databases online from their own devices, and borrow printed resources at one of the public libraries nearby. A desktop computer is present in the library which can be used also to access the databases.

3. Other functions of the library

Our library offers students access to resources for information. We also aim to offer students support in consulting those resources, extracting useful information from them, assessing the validity of that information and using it in relevant and acceptable ways. The library plays a pivotal role in acquiring these skills.

Supporting research and academic honesty

All IB students follow an interdisciplinary course on research methods in DP1. An important part of the process of conducting research is the gathering, evaluating and using of information. The librarian and EE coordinator support students in this, by collaboratively offering a yearly workshop for DP students on academic integrity and working with the APA style conventions for citing and referring to sources used. To this purpose, an abbreviated version of the APA style guide is distributed digitally to all students each year.

The library also includes several books on research methodology, statistics and academic conventions (APA). These serve as reference materials for students to use when conducting research and/or writing their assignments and essays.

The core ideas of our academic integrity policy is also displayed on a poster that is present in the library and several other places in our school building.

Promoting reading and literacy

Every student reads books for their language courses. The library supports language teachers to promote reading and help students find the books they will enjoy reading. The library staff will ask students and teachers to recommend their favorite books to other students. On a regular basis different books are put on visual displays, both online and offline. Books are also promoted by posters and lists with popular books among the students. Two times a year, the library staff will organise activities around the promotion of reading.

4. The role of the librarian

The librarian is part of the teaching staff and as such (s)he plays a vital role in supporting the development of the ALASCA Learner Profile and Approaches to Learning. These attributes and skills are installed and reinforced in collaboration with other members of the teaching staff, during dedicated lesson time and additional workshops.

Furthermore, the role of the librarian includes four specific responsibilities:

1. Ensuring that our library, understood as our collection of resources available to students, continues to fit our general goals as outlined in the introduction to this document, i.e. ensuring students have access to the resources needed to complete their courses, conduct their research projects and the Extended Essay. Supporting students in the (self-supported) learning of new languages and other skills they wish to acquire.

This means that the librarian monitors the quality, size and accessibility of the collection, as well as students' needs and wishes with regards to the books available to them;

2. Ensuring students are skilled in searching and finding information and judging its usefulness and validity, specifically concerning the Extended Essay. To this aim the librarian organizes and/or gives several workshops on: working with the public library (OBA) and EBSCO databases, academic honesty and working with the APA style conventions for citation and referencing;

3. Functioning as a source of expertise and inspiration for students (and members of staff) who have any questions about finding, accessing and using (relevant) information through our own library or any other resources;

4. The Librarian plays an important role as Librarian supervisor (Hoang & Taylor, 65), in particular, when it comes to supervision of the Extended Essay (or its Dutch equivalent; the PWS). In this role the librarian supports students aiding their development of skills:

- to access suitable and appropriate resources to conduct the necessary research for the essay.
- to apply research methodologies
- to cite and reference all resources.

Appendix 1: OBA loan agreement



Intentieverklaring 'OBA School'

Tussen

onderwijsinstelling VO genaamd Amsterdam Liberal Arts & Sciences Academie (ALASCA)

(hierna: onderwijsinstelling)

en de Stichting Openbare Bibliotheek Amsterdam (OBA)

Voor alle kinderen en jongeren van Amsterdam

De Openbare Bibliotheek Amsterdam (OBA) wil een taalrijke omgeving voor kinderen, jongeren en ouders bereikbaar en toegankelijk maken en stimuleert reflectie, ontmoeting en betrokkenheid bij de stad en in de buurt. De OBA wil leerlingen helpen met het ontwikkelen van hun kennis, informatievaardigheden en opinievorming. Bovendien werken we aan de ontwikkeling van 21st century skills bij leerlingen in de vorm van maakonderwijs in onze Maakplaatsen 021. De OBA verbindt lesstof, verhalen en boeken aan jongeren, ouders en professionals in en met de wijk. Het OBA Junior-lidmaatschap is gratis en boetevrij voor iedereen tot en met 18 jaar.

Gezamenlijke doelstelling

De onderwijsinstelling is een belangrijke partner bij het bereiken van alle jongeren en werkt veelal aan dezelfde doelen. Medewerkers en directie van de OBA en die van de onderwijsinstelling gaan met deze intentieverklaring en de bijbehorende voorwaarden een duurzame relatie aan, onderschrijven de gezamenlijke doelstelling om het leesplezier bij jongeren te stimuleren en 21st century skills te ontwikkelen. We helpen en ondersteunen elkaar om dit te bereiken. Jaarlijks vindt minimaal één contactmoment plaats om de samenwerking te evalueren en te continueren.

Door het tekenen van deze intentieverklaring neemt de onderwijsinstelling deel aan 'OBA School'. Daarbij gelden de volgende voorwaarden.

De OBA *biedt* het volgende aan de onderwijsinstelling:

- een aanbod aan educatieve producten en diensten, gratis of tegen betaling af te nemen. Bekijk een globaal overzicht van dit aanbod op pagina 4. Op de website oba.nl/vo is het volledige aanbod van producten en diensten te raadplegen. Via deze website krijgt de onderwijsinstelling ook toegang tot de webshop waar prijzen, capaciteit en data worden vermeld en waar de producten en diensten kunnen worden besteld.
- een aantal contactmomenten gedurende het schooljaar, bestaande uit in ieder geval:
 - 1 keer een persoonlijk advies- en/of evaluatiegesprek met een adviseur van de OBA.



- 4 keer de digitale nieuwsbrief 'OBA School', met nieuws en informatie over het aanbod van de OBA, voor zowel medewerkers van de instelling als ouders/verzorgers. De instelling ontvangt deze nieuwsbrief op het op de intentieverklaring aangegeven e-mailadres (indien gewenst).
- 1 keer materiaal (digitaal of drukwerk) ter promotie van het OBA jongerenlidmaatschap en OBA-activiteiten.

De OBA *vraagt* het volgende van de onderwijsinstelling:

- de instelling is bekend met het doel en de opzet van de intentieverklaring.
- de instelling betaalt het gevraagde bedrag voor afname van producten en diensten van de OBA.
- de instelling draagt zorg voor een goede uitvoering van afgenomen producten en/of diensten van de OBA, die plaatsvinden in de OBA of op de school.
- de instelling zet zich in om alle jongeren van de onderwijsinstelling het gratis OBA Junior-lidmaatschap aan te bieden. Het OBA-lidmaatschap is gratis voor iedereen tot en met 18 jaar.
- de instelling zet zich in om ouders/verzorgers te informeren over activiteiten in de OBA.
- de instelling houdt de OBA op de hoogte van de juiste contactpersonen binnen de onderwijsinstelling. De instelling doet dit door 1 keer per jaar te controleren of de opgegeven contactpersoon nog de juiste is en een eventuele wijziging door te geven aan de OBA.
- de instelling garandeert dat verstrekte persoonsgegevens van leerlingen met toestemming van de ouders worden gedeeld met de OBA. De school deelt deze gegevens met de OBA op een wijze die voldoet aan de privacy-wetgeving.

Ondertekening

Door het ondertekenen van deze intentieverklaring gaat u akkoord met de gestelde voorwaarden. Wij verzoeken u deze pagina te ondertekenen en de overige pagina's te paraferen.

Datum: 18/01/2021

Datum: 18 januari 2021

Plaats: Amsterdam

Plaats: Amsterdam

Namens ALASCA:

Namens de OBA:

Naam: Martijn Meerhoff

Martin Berendse, directeur

Functie: Directeur

Handtekening



Handtekening



E-mailadressen voor communicatie met de OBA

Voor het veilig bestellen van producten en diensten via de webshop en de financiële afhandeling zal de instelling het volgende e-mailadres gebruiken:

Naam: Avinash Gobardhan

E-mailadres: a.gobardhan@alasca.espritscholen.nl

Wij informeren u graag over het aanbod en nieuws van OBA School via verschillende digitale communicatie-uitingen zoals gesteld op pagina 2. Deze uitingen ontvangt de instelling, indien gewenst, via het volgende e-mailadres:

Naam: avinash gobardhan

E-mailadres: info@alasca.espritscholen.nl

Vragen over deze intentieverklaring of opzeggingen, kunnen worden gericht aan: school@oba.nl / 020 – 523 0990. In de digitale nieuwsbrieven van OBA School vindt u onderaan een link, zodat u het ontvangende mailadres eventueel kunt wijzigen of kunt uitschrijven. Op de achterzijde vindt u een globaal overzicht van de OBA-producten en diensten voor het voortgezet onderwijs. Op oba.nl/vo is het volledige aanbod te raadplegen.

Overzicht OBA-producten en -diensten voor het voortgezet onderwijs

- educatief aanbod in de OBA, zoals de programma's:
 - Radiolab
 - Workshop Lezen voor de Lijst
 - Eerste Hulp Bij Onderzoek
- educatief aanbod op school, zoals:
 - boekenkisten
 - themacollecties, op maat gemaakt, passend bij de wensen van de school
- bijeenkomsten, producten en diensten ter bevordering deskundigheid docenten:
 - OBA Schoolpas voor docenten
 - informatie en advies op het gebied van leesbevordering en 21st century skills

Op oba.nl/vo is het volledige aanbod aan producten en diensten te raadplegen.

Letter of intent 'OBA School'

Between

educational institution VO called Amsterdam Liberal Arts & Sciences Academy (ALASCA)

(hereinafter: educational institution)

and the Amsterdam Public Library Foundation (OBA)

For all children and young people in Amsterdam

The Amsterdam Public Library (OBA) wants a language-rich environment for children, making young people and parents accessible and accessible and stimulates reflection and meeting and involvement in the city and in the neighborhood. The OBA wants to help students with the develop their knowledge, information skills and opinion forming. In addition, work we work on the development of 21st century skills in students in the form of manufacturing education in our Maakplaats 021. The OBA connects teaching material, stories and books to young people, parents and professionals in and with the neighborhood. The OBA Junior membership is free and penalty-free for everyone up to and including 18 years old.

Shared goal

The educational institution is an important partner in reaching all young people and works mostly for the same goals. Employees and management of the OBA and those of the educational institution with this declaration of intent and the accompanying conditions a sustainable relationship, endorse the common goal of reading pleasure stimulate young people and develop 21st century skills. We help and support each other to achieve this. At least one contact moment takes place every year evaluate and continue cooperation.

By signing this letter of intent, the educational institution is participating in 'OBA School'. The following conditions apply.

The OBA offers the following to the educational institution:

- a range of educational products and services, free or against payment. View a global overview of this offer on page 4. On the website oba.nl/vo is the complete range of products and services to consult. Via this website, the educational institution also gets access to the webshop where prices, capacity and dates are listed and where the products and services may be ordered.
- a number of contact moments during the school year, consisting of in each case:
 - One personal advice and / or evaluation meeting with an advisor of the OBA.

- 4 times the digital newsletter 'OBA School', with news and information about it offer of the OBA, for both employees of the institution and parents/guardians. The institution receives this newsletter, if desired, at the e-mail address indicated on the letter of intent.
- 1 time the material (digitally or in print) to promote OBA youth membership and OBA activities.

The OBA requires the following from the educational institution:

- the institution is familiar with the purpose and structure of the letter of intent.
- the institution pays the requested amount for the purchase of products and services of the OBA.
- the institution ensures proper execution of purchased products and / or services of the OBA, which take place in the OBA or at the school.
- the institution is committed to providing all young people of the educational institution with the free OBA Junior membership. The OBA membership is free for everyone up to and including 18 years.
- the institution is committed to informing parents / guardians about activities in the OBA.
- the institution keeps the OBA informed of the correct contact persons within the educational institution. The institution does this by checking once a year whether the specified contact person is still the correct one and a possible change give to the OBA.
- the institution guarantees that provided personal data of students with parental consent is shared with the OBA. The school shares these data with the OBA in a way that complies with privacy legislation.

Signature

By signing this letter of intent you agree with the stated requirements. We request that you sign this page and the other pages initials.

Date: 18 / 01 / 21

Date: January 18, 2021

Place: Amsterdam

Place: Amsterdam

On behalf of ALASCA

On behalf of the OBA:

Name: Martijn Meerhoff

Martin Berendse, director

Position: Head of School

Signature

Signature

E-mail addresses for communication with the OBA

For safe ordering of products and services via the webshop and financial handling, the institution will use the following e-mail address:

Name: [Avinash Gobardhan](#)

E-mail address: a.gobardhan@alasca.espritscholen.nl

We are happy to inform you about the offer and news of OBA School via various digital communications as stated on page 2. These communications reach the institution, if desired, using the following e-mail address:

Name: [Avinash Gobardhan](#)

E-mail address: a.gobardhan@alasca.espritscholen.nl

Questions about this letter of intent or cancellations can be directed to: school@oba.nl / 020 - 523 0990. In the digital newsletters of OBA School you will find a link at the bottom to enable the recipient email address to be changed or to unsubscribe. On the back you will find a global overview of OBA products and services for secondary education. On oba.nl/vo the full range can be consulted.

Overview of OBA products and services for secondary education

- educational offer in the OBA, such as the programs:
 - Radiolab
 - Reading for the List workshop
 - First Aid For Investigation

- educational offer at school, such as:
 - book boxes
 - theme collections, tailor-made to suit the needs of the school

- educational meetings, products and services to promote teacher expertise:
 - OBA School pass for teachers
 - Information and advice in the field of reading promotion and 21st century skills

The full range of products and services can be consulted at oba.nl/vo.

Appendix 2: EBSCO licence

[ALASCA shares in the EBSCO licence of its Esprit sister school AICS. That licence agreement runs from 1 October to 30 September. Below POF bridges the time gap until 1 October 2021]



INFORMATION
SERVICES

EBSCO Information Services B.V.
Postbus 204
1430 AE Aalsmeer – NL

Product Order Form

CONTACT NAME	Frans Kranenburg	
JOB TITLE	IB programme coordinator	
INSTITUTION	Alasca (Esprit Scholen)	
ADRESS	Geertje Wielemaplein 1	
PC/CITY	1095 MM Amsterdam - The Netherlands	
E-MAIL	frans.kranenburg@alasca.espritscholen.nl	
REFERENCE/PO#		
VAT-NR	8029.67.218 B01	EBSCO-ID ns295313

Order form for the following products / services:

Product	(Sim) Users	Term Start Date	Term End Date	Price in EUR
EBSCO Package Subscription including: - Advanced Placement Source - Biography Reference Center - History Reference Center - Literary Reference Center - Points of View Reference Center - Read It! - Science Reference Center - Ultra Online Package: K-12	Unlimited	01-2-2021	30-09-2021	€ 1.085,00
TOTAL, excl. VAT				€ 1.085,00

Remarks Contract Expansion Amsterdam International Community School (AICS). This license agreement is part of the license agreement from AICS (main licensee) and is based on 25% of the subscription costs for AICS. Bill To Address if different from above: facturen@cb.espritscholen.nl	Customer agrees to terms and conditions of the appropriate EBSCO Information Services License Agreement for usage of electronic reference products purchased. http://support.ebscohost.com/ehost/terms.html
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Signature:  Date: 18/01/2021

Please sign and return by email (scanned copy) to mjourdain@ebSCO.com

Databases EBSCO accessible in school licence

Advanced Placement Source: is a database designed for high school students enrolled in various Advanced Placement (AP) and International Baccalaureate (IB) courses. Offering a world of knowledge for students seeking academic excellence, it contains thousands of full-text journals and magazines, plus over a million photos, maps and flags.

Biography Reference Center: provides thousands of reliable full-text biographies, including the complete full text of *Biography Today* and *Biography*, plus narrative biographies not available in other databases. In addition to keyword search, users can locate biographies by subject occupation, nationality, activity, gender, lifespan and more.

History Reference Center: Covering both U.S. and world history topics, *History Reference Center* is a full-text database featuring historical reference books, magazines, journals and thousands of primary source documents.

Literary Reference Center: is a rich full-text literary database covering all genres and timeframes. It includes thousands of synopses, critical essays, book reviews, literary journals and author biographies, plus full-text classic novels, short stories and poems.

Points of View Reference Center: Containing resources that present multiple sides of an issue, this database provides rich content that can help students assess and develop persuasive arguments and essays, better understand controversial issues and develop analytical thinking skills.

Science Reference Center: Designed to meet every student researcher's needs, *Science Reference Center* contains full text for hundreds of science magazines, journals, encyclopedias, reference books and a vast collection of images.

Read It!: is designed for middle and high school students and adults who have a basic foundation in English grammar and reading but need adapted reading material for a variety of subjects. It offers resources to help build background knowledge, conduct research and improve study skills.

MAS Ultra — School Edition: This database contains complete articles for popular high school magazines covering a wide range of subject areas.

Newspaper Source: This database provides cover-to-cover full text for national (U.S.) and international newspapers.

Health Source: Consumer Edition: This rich collection of consumer health information provides full-text access to magazines, reference books and pamphlets.

TOPICsearch: Teachers, librarians and student researchers can use this database to explore current events, social, political and economic issues, scientific discoveries and other popular topics.