



## WaSH Facility Community Library Operations Manual



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**Abstract:** This document contains the theoretical operations of the community library in the Mandela Park WaSH Facility in Langrug. It is for use, not only by community members to refer to the rules and procedures they set up for the library, but also by other communities and those working with them who might wish to create a library. Ultimately, these serve only as guidelines of what must be done to create a community space that encourages literacy and safe and fun activities.

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**Project Website:** For much more on the project from which this report derives, please see <http://wp.wpi.edu/capetown/projects/p2014/wash-up-services/>.

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## **Management**

The library shall be maintained by the caretakers of the WaSH Facility. If the library expands as necessary, the community members should appoint a Library Manager, who will oversee the maintenance of the library.

## **General Operations**

### **Expectations for Book Usage**

The books may be used in the facility or are available for checkout. The books may be used by anyone who visits the facility. Any person who uses the books will care for them.

### **Checkout Process**

If someone wishes to checkout a book they will sign-out the book in the appropriate sign-out binder, kept on the library shelves. The book title will then be written on the library card of the person who checked out of the book. The book must be returned to the facility by the Friday after it has been checked out. If the book is not returned on time, the caretaker will be responsible for contacting the person who checked the book out.

### **Care for Books**

The caretakers of the facility will care for the books. Caring for the books will include such tasks as making sure the books are put out visibly so community members know about them, put away properly at the end of each day, checked out and returned correctly, and not damaged by people using them.

### **Aftercare Usage**

Students in the aftercare programme can check out books from the library to bring home. All books must be returned on Friday for the weekend. Students in the aftercare programme will have a library card that lists which books they have taken and a reminder to return. Parents sign to take responsibility if book is lost or stolen

