

KENYA SCHOOL LIBRARY CONSTITUTION 2012

PRECIOUS BLOOD SECONDARY SCHOOL RIRUTA

PREAMBLE

We, the students of Precious Blood Secondary School Riruta – ACKNOWLEDGING the Constitution of Kenya (2010) RECOGNIZING

- That the Constitution is the supreme law of the Republic and binds all persons and all State organs at both levels of government.
- That Precious Blood Secondary School is a state organ and that its administrators are state and public officers.
- That the validity or legality of the Constitution is not subject to challenge by or before any court or other State organ.
- That the national values and principles of governance in the Constitution bind all State organs, State officers, public officers and all persons whenever any of them -
 - applies or interprets this Constitution;
 - enacts, applies or interprets any law; or
 - makes or implements public policy decisions.
- That the national values and principles of governance include -
 - patriotism, national unity, sharing and devolution of power, the rule of law, democracy and participation of the people;
 - human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalised;
 - good governance, integrity, transparency and accountability; and
 - sustainable development.
- That the Constitution recognises culture as the foundation of the nation and as the cumulative civilization of the Kenyan people and nation.
- That according to the Constitution the State shall promote all forms of national and cultural expression through literature, the arts, traditional celebrations, science, communication, information, mass media, publications, libraries and other cultural heritage;
- That according to the Constitution -
 - It is a fundamental duty of the State and every State organ to observe, respect, protect, promote and fulfill the rights and fundamental freedoms in the Bill of Rights
 - The State shall take legislative, policy and other measures, including the setting of standards, to achieve the progressive realisation of the rights guaranteed under Article 43 of the Constitution which guarantees “every persons right to education”.
 - All State organs and all public officers have the duty to address the needs of vulnerable groups within society, including women, older members of society, persons with disabilities, children, youth, members of minority or marginalised communities, and members of particular ethnic, religious or cultural communities.
 - Every person has the right to freedom of conscience, religion, thought, belief and opinion.
 - Every person has the right to a clean and healthy environment, which includes the right to have the environment protected for the benefit of present and future generations through legislative and other measures.

We, the students of Precious Blood Secondary School Riruta also -

- ACKNOWLEDGING** the supremacy of the Almighty God of all creation;
- HONOURING** those who govern our school;
- PROUD** of our ethnic, cultural and social economic diversity, and determined to live in peace, unity and prosperity as students and alumni;
- RESPECTFUL** of school property, which is our privilege and determined to sustain it for the benefit of future generations of students;
- COMMITTED** to contributing to protecting the well being of all students, the school and the nation;
- RECOGNIZING** the aspirations of all Kenyans for an education system based on the essential values of equal access to education resources, global competitiveness, human rights, equality, freedom, democracy, social justice and the rule of law;
- EXERCISING** our constitutional right to determine the form of governance of our library and having participated fully in the making of this Library Constitution;
- ADOPT, ENACT** and give this Library Constitution to ourselves and to our future generations of students.

GOD BLESS PRECIOUS BLOOD SECONDARY SCHOOL RIRUTA
GOD BLESS KENYA

CHAPTER ONE: STUDENT RIGHTS

- The purpose of recognizing and protecting library student rights is to preserve the constitutional rights and dignity of students and the School and to promote social justice and the realisation of the potential of all students.
- Every student is entitled to -
 - a library at their school;
 - access the library at free time and prep periods in accordance with Article 36,
 - have sufficient reading and reference material and technology in the library for adequate school-related research, to become proficient and fluent readers in English and Kiswahili and to advance their cultural education, which includes the right -
 - to access textbooks and revision books;
 - to access daily news and reference resources;
 - to access fiction and non-fiction works to enhance and compliment their curriculum and cultural development as learners;
 - the right to borrow books from the library for a reasonable length of time;
 - the right to a clean and healthy library environment, which includes the right -
 - to have the library sufficiently lit;
 - to have adequate seating;
 - to have organized book shelving;
 - to have a designated reading area;
 - to have the environment protected for the benefit of present and future generations.

CHAPTER TWO: GOVERNANCE AND LEADERSHIP

- Every student has the right to participate in the running of the library, which includes the right -
 - to form a governing body;
 - to be included in the process of library acquisitions (specifically in the selection of fiction and non-fiction books);
 - to submit requests of and concerning the running of the library;
 - bi-annual right to an open forum to discuss issues of and concerning the library;
 - the right to monitor each other in the library for the beneficial use of all present students and to keep the library protected for the benefit of present and future student generations;
 - the right to report any other student who violates, mismanages, or abuses the library and its resources;
 - the right to appeal a library infraction before the Library Independent Body.
- Every student has an obligation to respect, uphold and defend this Library Constitution.

CHAPTER THREE: LIBRARY REPRESENTATION OF THE STUDENTS

- There shall be -
 - a librarian who shall be appointed by the School Principal
 - 14 Members of the Library Council;
 - The Library Council consists of -
 - the Librarian, and
 - Thirteen students, who shall be elected by all students.
 - The office of Library Captain and Library Assistant Captain, shall be elected by the Members of the Library Council.
 - The following order of precedence shall be observed in the Library -
 - the School Librarian;
 - the Library Captain; and
 - the Library Assistant Captain
- The electoral system shall comply with the following principle -
 - freedom of students to exercise their right to vote;
 - universal suffrage based on the aspiration for fair representation and equality of vote; and
 - free and fair elections, which are -
 - by secret ballot;
 - free from violence, intimidation, improper influence or corruption;
 - conducted by an independent body;
 - transparent; and
 - administered in an impartial, neutral, efficient, accurate and accountable manner.
- Any student is eligible to stand as an independent Library Council Member candidate for election if the student -
 - is not the holder of another office at the school
 - is in good standing with the Library Council and at the school;
- There shall be at every election an Independent Library Body;
- The Independent Library Body consists of 3 teachers so appointed by the principal of the school;

- The Independent Library Body shall exercises supervisory control over elections and hear and determine infraction appeals.
- The Independent Library Body shall ensure that -
 - whatever voting method is used, the system is simple, accurate, verifiable, secure, accountable and transparent;
 - the votes cast are counted, tabulated and the results announced promptly by the Independent Electoral Body.

CHAPTER FOUR: THE LIBRARY EXECUTIVE

- Executive authority derives from the students and shall be exercised in accordance with the Library Constitution.
- Executive authority shall be exercised in a manner compatible with the principle of service to the students, and for their well-being and benefit.
- The library executive consists of the library captain, the assistant library captain and the rest of the library council.
- The library captain -
 - is the head of the library council and the Library;
 - exercises executive authority with the assistance of the assistant library captain and Library Council Members;
 - is the chairperson of the Library Council; and (d) is a symbol of national and school values and principles.
- The library captain shall—
 - respect, uphold and safeguard this Library Constitution;
 - promote and enhance the unity of the students;
 - promote and enhance the use of the library to develop cultural values, languages and practices and to provide special opportunities for education;
 - promote respect for the diversity and intellectual interest of the students;
 - address the opening of the Library Council each new school year
 - address a special sitting of the Library Council once every year and may address students at any other time;
 - once every year—
 - report, in an address to the School, on all the measures taken and the progress achieved in the realisation of the purpose and rights referred to in Chapter Three.
 - submit a written report for debate at the School Assembly on the progress made in fulfilling these purposes and rights.
- When a vacancy occurs in the office of Library Captain—
 - The Assistant Library Captain shall assume office as Library Captain for the remainder of the term of the Library Captain.
 - The Assistant Library Captain shall be the principal assistant of the Library Captain and shall deputise for the Library Captain in the execution of the Library Captain’s functions.
- The office of Assistant Library Captain is vacant, or the Assistant Library Captain is unable to assume the office of Library Captain, the Librarian shall act as Library Captain for the remainder of the Library Captain’s term.
- Each person elected as a Library Council Member, Library Captain or Assistant Library Captain—
 - assumes office immediately after being elected
 - may resign by delivering a written statement of resignation to the Principal
 - shall vacate office —
 - at the end of their last term of Form Four
 - if the Member ceases to be in good standing; or
 - on revocation of the person’s appointment by the Independent Library Body.

CHAPTER FIVE: THE LIBRARY EXECUTIVE

- The Library Constitution -
 - vests in the Council Member the responsibility to serve the students, rather than the power to rule them.
 - The guiding principles of Council Members leadership and integrity include -
 - objectivity and impartiality in decision making, and in ensuring that decisions are not influenced by favouritism, other improper motives or corrupt practices;
 - selfless service based solely on the students and school interest, demonstrated by -
 - honesty in the execution of library duties; and
 - the declaration of any personal interest that may conflict with library duties
 - accountability to the students for decisions and actions; and (e) discipline and commitment in service to the students and the school.
- Authority assigned to a Council Member -
 - is a trust to be exercised in a manner that -
 - is consistent with the purposes and objects of this Library Constitution;
 - demonstrates respect for the students and for the school;
 - brings honour and dignity to the school; and
 - promotes student confidence in the integrity of the office; and

- involves the grant of a right by or on behalf of students; and
- is entered into on or after the effective date of the Council Member’s election.
- A Library Council Member shall be dismissed or removed from office for contraventions of the provisions of this Library Constitution.
- The Library Council is responsible for -
 - providing services and facilities to ensure the efficient and effective functioning of The Library;
 - assisting the Librarian
 - the day-to-day running the library during evening hours and on weekends, these duties include -
 - issuing books;
 - ensuring the Library rules in Chapter Six are followed;
 - administering disciplinary measures outlined in Articles 33 and 34 when necessary;
 - ensuring the Library is closed each day with the books arranged in order, floors swept, shelves dusted and any other duties done to maintain a clean, healthy and user friendly library;
 - ensuring a quiet study and reading environment is maintained in the Library;
 - scheduling its members hours of Library duty hours, at all times that the Library is open for use there shall be a Council Member on duty
- The Library Council shall -
 - conduct its business in an open manner, and its sittings and those of its committees shall be open to all students;
 - facilitate student participation and involvement in its decisions and other business of the Library and its committees;
 - not exclude students from its sittings unless, in exceptional circumstances, the Library Captain has determined that there are justifiable reasons for the exclusion.
 - Every student has a right to petition the library council or Independent Body to -
 - consider any matter within its authority, including to enact, amend or repeal any Article of this Library Constitution
 - to hear an appeal and overturn a Library Council’s penalising decision;
 - the Library Council and Independent Body shall make provision for the procedure for the exercise of this right.

- Except as otherwise provided in this Library Constitution, any question proposed for decision in the Library shall be determined by a majority of the Library Council members.
- on a question proposed for decision in the Library, the Librarian has no vote; and in the case of a tie, the question is lost.
- a members shall not vote on any question in which the member as a personal interest.
- Library Council Members -
 - will use their free time during their on duty time in the Library to study and bring their own books to the library for that purpose;
 - will be exempt from other school duties when they are on duty in the Library.

CHAPTER SIX: GENERAL PROCEDURE AND ARTICLES

- The Library Council shall exercise its representative power through Articles passed by the School Board and assented to by the School Principal.
- An Article passed by the Board and assented to by the Principal shall be published in the Library Constitution as a new Article within seven days after assent and comes into force on the fourteenth day after its publication in the Library Constitution unless the rule stipulates a different date on or time at which it will come into force.
- Any reasonable rules that the School has sufficient resources to meet may originate in the Library Council.
- There shall be freedom of speech and debate in the Library.

- Students shall act in a respectful and obedient way to the Librarian and Members of the Library Council.
- The Library Council may, for the purpose of the orderly and effective discharge of the business of the Library, provide for the powers and privileges of the Library Council, the library captain, the library assistant captain and members.
- The official languages of the Library shall be Kiswahili, English and Kenyan Sign language, and the business of the Library may be conducted in English, Kiswahili and Kenyan Sign language.
- Library Council Members shall -
 - have charge of the Library;
 - shall enforce the rules in Chapter Six;
 - convey the decisions of the Library Council to the appropriate students or persons;
 - be responsible for arranging the operations and keeping the property of the Library.
 - books, textbooks, revision books, and mock exams shall be put back in their rightful place in the Library after use.
- The following rules shall be observed in the Library -
 - Books that are not Library property will not be allowed into the Library;

- No food or drink will be allowed in the Library;
- there will be silence in the Library at all times, unless students are part of a library teacher led class or there is an authorized group discussion or meeting;
- books, textbooks, revision books, and mock exams shall be put back in their rightful place in the Library after use.
- The Library will be a working, clean and healthy environment -
 - the library and its contents shall at all times be kept orderly, tidy and clean;
 - all library surfaces including its IT and books shall be dusted weekly every Monday, Wednesday and Friday by Members of the Library Council;
 - the Library floor shall be swept twice a day and mopped once each day of the week by Members of the Library Council;
 - The Library computers and Smart Board will be connected to wireless internet;
 - The Library computers, printer and smart board may only be used for school-related research and work for a prescribed period of time, to be determined by the Library Council from time to time.
- Borrowing -
 - Every student in good standing will be able to borrow books from the library.
 - Book borrowing will be issued by the Librarian during the Libraries opening hours, and then by the supervising member of the Library Council during all other hours.
 - Students can borrow books for a maximum of 7 days and must return them to the Library on or before that 7th day.
 - Students must return books as soon as they are finished reading them, even if that means returning them before the 7 day deadline of Article 31(3).
 - students who have not finished reading their books by the 7th day of borrowing must return the book to the Library and shall have the right to have it re-issued to the student only once for an additional 7 days. Books may only be re-issued once.
 - Each library book must have a library card in it before it can be borrowed. A Council Member will record on the card the student borrowers name and date the student checked out and checked back in the book.
 - Textbooks, Revision books, and Mock Exams shall not be borrowed, and will only be available for use in the Library and the Study Room

- Book Care -
 - Before a new book can be borrowed, it must first -
 - be covered in plastic for protection;
 - bear a stamp that it is School property;
 - be equipped with a pocket and borrowing card;
 - be added to the Library Catalogue.
- Infractions -
 - If a student shall carelessly handle a book that results in damage to the cover of the book, the student will be required to immediately recover the book.
 - If a student fails to return a borrowed book on the due date, the student shall be prohibited from checking out another book and prohibited from visiting the Library until such time as the student returns that book.
 - If a student shall cause a book to be in disrepair the student shall be required forthwith to replace the book at the student’s personal expense.
- Penalties -
 - Punishment for careless handling of the books or other Library infractions will be handed out by the Librarian and the Library Council.
 - Punishment can include a suspension of library use and book borrowing for a specified period of time or until the book is replaced or mended.
- Appeals -
 - All students will have a right to appeal their punishment by the Library Council.
 - An Independent Board will be formed, comprising three staff school teachers, one of which must be the Librarian.
 - All appeals of punishment must be taken up with the Independent Body.
 - To schedule a hearing with the Independent Body, the student must first submit the student’s appeal in writing to the Independent Body.
 - The Independent Body will then judge the validity of the appeal, and accept or deny the chance to appeal.
 - After the hearing the appeal, the Independent Body will decide to either uphold or strike down the punishment issued by the Library Council.

- Hours of Operation -

Monday - Friday
8:00 am - 5:00pm, supervised by Librarian
7:00pm - 8:00pm: open to Form 1 & Form 2, supervised by Library Council Member
8:00pm - 9:30pm: open to Form 3 & Form 4, supervised by Library Council Member

Saturday
9:30am - 11:00am: open to all students, supervised by Library Council Member
1:00pm - 4:00pm: open to all students, supervised by Library Council Member

Sunday
9:30am - 11:00am: open to all students, supervised by Library Council Member
4:00pm - 9:30pm: open to all students, supervised by Library Council Member

These hours will be strictly adhered to. It is the requirement of the students to be punctual for library use.

KNOWLEDGE IS POWER
EDUCATE FOR DEMOCRACY
AREAD ARISE AND SHINE