

## **Library policy at the European School Frankfurt**

The library of the European School Frankfurt provides a service to all members of the school community. It supports the European School Frankfurt in the pursuit of its objectives and strives generally to:

- support the pedagogical work of the school through the provision of fiction and non-fiction reading material, as well as through its own active involvement in the education of pupils;
- supply the most comprehensive and diverse range of resources possible and equip pupils with research skills;
- provide reading material of all genres and develop the literacy of pupils;
- facilitate access to all types of media and further the capabilities of pupils in using these media;
- promote and create awareness of cultural diversity;
- offer a pleasant working and recreational environment that is suitable for the needs of all users;
- actively foster harmonious social interaction.

Indispensable to the fulfilment of these objectives is just as much the respectful use of the library's resources as the respectful treatment of both library users and staff. Mutual respect, tolerance and consideration are all prerequisite to our success in this regard.

All users of the library are treated on an equal basis. Any disagreements that may arise owing to the conflicting needs of library users are resolved, as far as possible, through consultation with all parties. In such instances, the stated objectives of the library are taken into account as a matter of priority and form the basis of any possible solutions. At the same time, the library embodies the following ethical principles:

- We treat our users equally in accordance with our objectives and rules, and in line with professional norms of conduct, irrespective of our personal opinions.
- We inform and advise our users in a professional and impartial manner, regardless of their background, religion, gender or age.
- We are committed to the principles of freedom of opinion and free flow of information and shun the idea of censorship.
- We do our utmost to shield children and young people from inappropriate content.
- We respect library users' right to privacy and only save personal data in accordance with the law.
- We respect copyright.

The library's user regulations and scale of charges can be found online and/or on noticeboards.