



# Amitrakshar International Journal

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(A Social Science, Science and Indian Knowledge Systems Perspective)

Open-Access, Peer-Reviewed, Refereed, Bi-Monthly, International E-Journal

## Formation of a School Library and Its Impact on Secondary Education

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### Abstract

The school library plays the most pivotal role in strengthening the teaching-learning process at the secondary education level. The formation of a well-organised library provides access to academic resources, promotes reading habits, enhances independent learning, and improves students' academic achievement. This paper highlights the formation of a school library and its importance. It analyses its impact on students' intellectual development, literacy skills, academic performance, and overall educational outcomes in secondary school. The paper explicitly states the total project report and this study adopts a descriptive and analytical approach based on existing educational research and empirical findings. The paper concludes that effective library formation significantly contributes to quality secondary education by fostering information literacy, critical thinking, and lifelong learning habits.

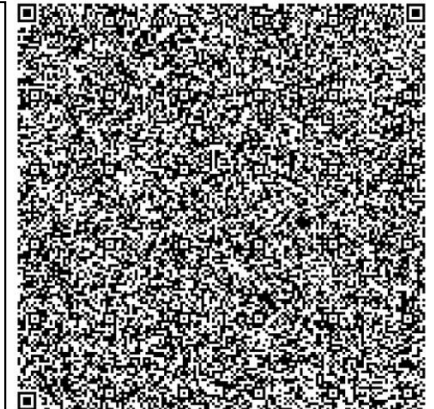
**Keywords:** Library, formation, school, secondary education.

### Introduction

Education in modern times has expanded beyond classroom teaching (Boelens, 2007); (Adeyemi, 2010); (Mutungi, 2012). Secondary education, which serves as a transitional stage between elementary learning and higher education, demands access to diverse learning resources (Owate & Iroha, 2013); (Loh et al., 2017); (Owuraku Agyeiku et al., 2022). A school library supports the academic centre of an institution by providing books, journals, digital resources, and reference materials indispensable to academic development (Maness, 2006).

A library is a collection of books and other carriers of information that are organised and exploitable for current and future use (Sote & Gbotoso, 2011); (Okoye, 2020); (Cox, 2023). The library is a learning institution that has existed in our society since the ancient period. It is a place where interaction between humans and information takes place and it aims to satisfy the information and social needs (Abrizah & Zainab, 2011); (Jharia, 2015). The library plays a vital role in a nation by preserving its cultural heritage; (Andreae & Anderson, 2011); (Mutethia et al., 2025). In the modern age, with the copiousness of information, libraries assist society by sustaining and circulating the relevant information as and when required (Agbo, 2015); (Ari, 2017).

A library derived from the word "liber", meaning book, can be defined as an organised collection of published and unpublished books and audiovisual materials with the aid of the services of staff that can provide and construe such materials as required, to meet the informative, research, educational and entertaining needs of its users (Fodale & Bates, 2011). Libraries are regarded as agencies through which sources of information and accumulated knowledge and experiences are selected, acquired, planned, well-maintained and distributed to those who need them (Abdulsalami et al., 2013). Libraries are very important for information, communication and transformation. They help to inculcate a reading culture for the upward progression of pupils' lives. They reduce obliviousness, thus they



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are empowering literacy, knowledge and skill acquisition (Itsekor & Nwokeoma, 2017). The school library provides information, nurtures ideas, and develops knowledge that is so essential to function successfully in today's information and knowledge-based society (Taylor, 2018). It is essential for a school library to equip students with lifelong learning skills, and develop their creative thinking and imagination, and thereby empowering them to live as ideal and responsible citizens. Hence, the school library must be made the hub of all the activities planned and executed in the school (Sadan & Avenue, 2013; Lal Vishwakarma & Yadav, 2015). The library can be used by students to prepare for their next subject period, home examination, general education, information, competitions, recreation and inspiration. In addition, the school library has to serve as a resource centre as well (Sadan & Avenue, 2013).

### Types of Libraries

In the management of libraries, cognizance is given to various libraries. This is because there are various types of libraries that serve various needs and interests. They include the following:

i) National libraries ii) Public libraries iii) Academic libraries iv) Special libraries v) School libraries vi) Private libraries and also vii) Digital libraries.

### Components of the Library

In managing libraries, certain features which are the components of every typical library must be available. They are:

- i) The book and non-book materials
- ii) The staff
- iii) The building (IGNOU, 1998)

These are components that must be present for any typical library to function well, and for the management of any library to be effective (Ilori & Adejoke, 2016). Since the library is organised to provide information services to people, the three main components of books and non-book materials, staff and building must be available in adequate proportion and accomplished by experienced professional staff to obtain the anticipated results (Johnson et al., 2012).

#### i) Book and Non-Book Materials

Books and non-book materials constitute a major part of any library. These are the information resources through which data are usually dispersed by library staff to their users. The books in any library are usually organised precisely so that information in them can be easily accessed for use (Carlito, 2009). A good collection of books and non-book materials, which reflect the information needs of the clientele being served by the library show how valuable the library is to its users. The book materials in a library include textbooks, journals, government publications, magazines, etc (IGNOU, 1998). The non-book materials include computer systems and their accessories, e.g. softwares, diskettes, flash drives, etc. It is essential to note that libraries in modern times are usually computerized and connected to the Internet to provide online information services (Gross, 1981).

#### ii) Staff

Staffing of libraries is an indispensable part of the management of libraries. For without staff, the libraries will be mere empty shells as books and buildings will lie at waste. The staff of the library are the human resources that power the library services and safeguard its usefulness (Mgina & Lwehabura, 2011). There are various categories of staff in libraries, starting with the head of the library to the lowest staff. Usually, staff in the library are structured and organised properly to cover all the functions performed by the library most effectively and economically (IGNOU, 1998).

#### iii) Building

The library building is another important part of the library. No library can operate effectively in an open-air without a building. The library building must be practical and attractive (Sami, 2020). It should have space for reading, books, shelves, workrooms, staff offices, computers, catalogue cabinets, seminar rooms, etc. (IGNOU, 1998). The library building is the structure that houses all the material and human resources of a library. It is generally centrally located so that it can be readily accessible to users (Maness, 2006). The library is also expected to have enough space for future expansion purposes.

The formation of a school library involves systematic planning, organization of resources, trained personnel, and student-oriented services. Research shows that libraries support teaching effectiveness and enhance students' coursework understanding and research ability.

### Objectives of a library:

Forming a library has the following objectives-

- To support teaching and learning within the school system



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- To provide opportunities for further reading and use of materials other than prescribed classroom textbooks
- To encourage long-term learning habits through reading, listening to, and viewing a variety of learning materials
- To teach library skills in preparation for future use of libraries in the community and institutions of higher learning
- To cultivate reading habits at the early stage of learning among students
- To provide students with vocational information leading to the choice of a suitable career
- To help in discovering and developing the special gifts and talents of students.

### Statement of Situation

The need for a library has been felt for a long period of time, but the school authority could not arrange sufficient funding for this. During the pandemic and the closure of the traditional teaching-learning process, the head of the institution, with his constant effort, has tried to secure a library grant for the formation of a superficial library. So, the project was started under the supervision of the project manager.

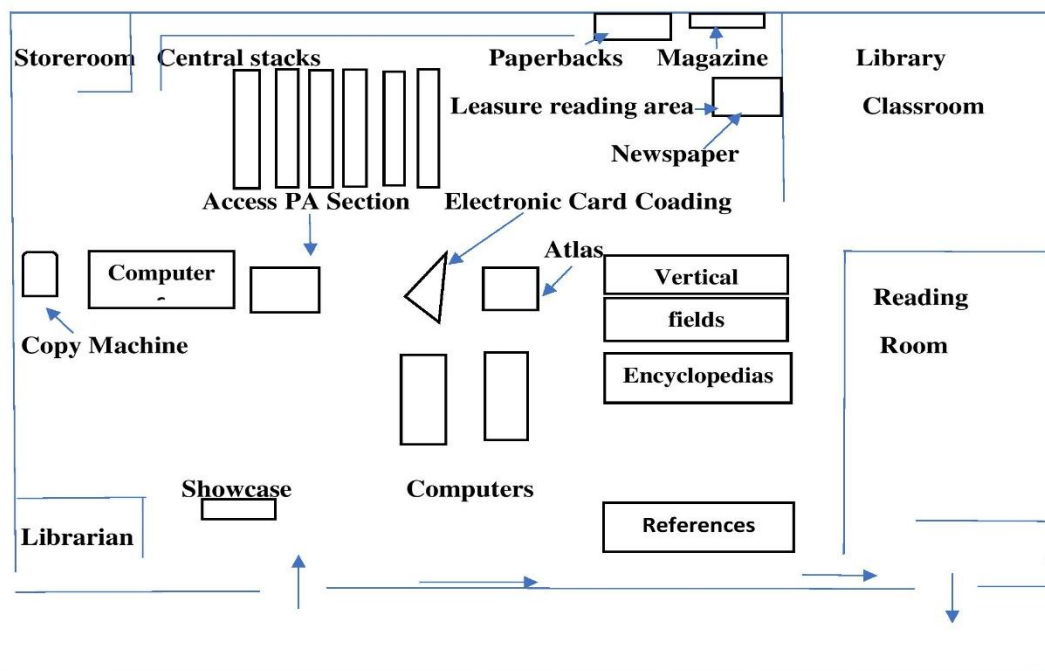
### Program Objective

The objectives of the project were

- To prepare a plan for a library and
- To develop a superficial library.

### Design of the Library

Design of the Library



### Program life circle Description

The task of creating physical facilities and the environment involves broadly pre-planning activities followed by preparation of a programme, allocation and utilization of space, selection of equipment, furnishing and moving into the facility. The pre-planning activities include gathering information through visiting other libraries, discussing with staff and experts, attending seminars, exhibitions, conferences and reading literature. One should not be surprised or scared by issues cropping up. Rather, one should try to discuss it with the staff. The proposal should integrate general features like objectives, type, status and location of the library, nature of users and use of the library, and confirmation of the planning team, resources required, the implementation schedule, etc. Physical facilities and environment can be looked at from three important viewpoints, namely, marketing of services, quality of services and user studies. Before attempting to create a physical environment and facilities in libraries to gear up the quality services, it is necessary to identify and understand the nature and characteristics of services. Characteristics of service organizations like intangibility, non-inventory ability, variability and inseparability of production and consumption of services call for an extended marketing mix with an emphasis on physical evidence, product, process and social marketing. The role of



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‘Place’ and ‘Physical evidence’ in the new strategy for the marketing of services is to be emphasized while creating physical facilities and environment.

### (a) Preliminary Considerations

#### Clientele

At first, the project manager tried to understand the users in terms of their characteristics, styles, idiosyncrasies, needs, opinions, priorities, preferences, evaluations, and attitudes. The type of library, nature of users, the pattern of usage, age and status differences, and psychological and behavioural patterns of clientele are to be given due consideration in planning a library building.

#### Location

Location was selected considering the factors like convenience, operating cost, proximity to a competitor, availability of support system, geographical or environmental factors like noise, traffic, communication networks, transport facilities, service centres, etc. The library was to be centrally located so that it is easily accessible to its clientele in peaceful surroundings, sequestered from din and dust which is most suitable for the clientele it is going to serve for future expansion - both horizontal and vertical.

#### Requirement consideration

The discussion was held with the Head of the institution, teachers, non-teaching staff and students and obviously, the librarian, to know their demand about the collection of books in this library and after getting various responses, the project manager prepared a draft for this library.

#### Resources

Money, land, expertise of a library, consultant, architect, engineer, contractor, interior decorator, etc., are the crucial resources for the formation of this library.

### (b) Execution part

In his vital part, the project manager had to look after and arrange various functions.

- *The library room was constructed with modern facilities.*
- *The interior decoration was properly done by the expert.*
- *The shelves, chairs, and tables were put systematically.*

Specifications for furniture items like table, chair and rack are like

Table: Seating economy v/s privacy

Size, 2" X 3" v/s 4" X 6"

Height: 29"

Bullnose edge or wood round edge

Chair: Overall height:

26"

Knee height: 17"

- *Books were properly put*

*Categories of Books that are collected*

General books

Textbooks

Reference books

Fictions

- *Other Library Documents are included*

Audio-Visuals

Micro-forms

Games and Models

Maps, atlases, globes, and charts

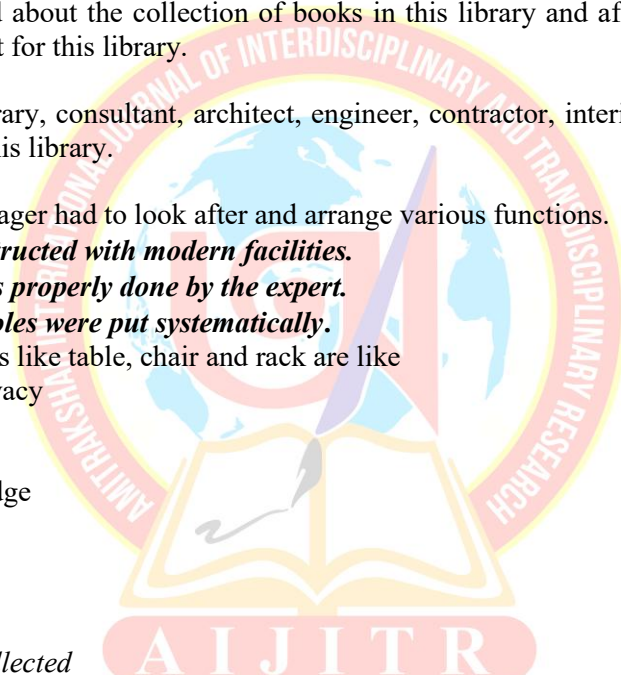
Machine-readable formats

Pictures etc.

- *Library Stack*

Each unit stack, made of steel, is 180 cm wide, 195 cm in height and 25 or 50 cm in depth depending on whether it is single-sided or double-sided (i.e. 71/2" X 22" X 3"). Each shelf or panel has two brackets on the right and left sides. The sliding book stopper and backrest fitted to the grooves of the individual shelf ensure upright positioning of books.

- *Step (or Gallery) type*





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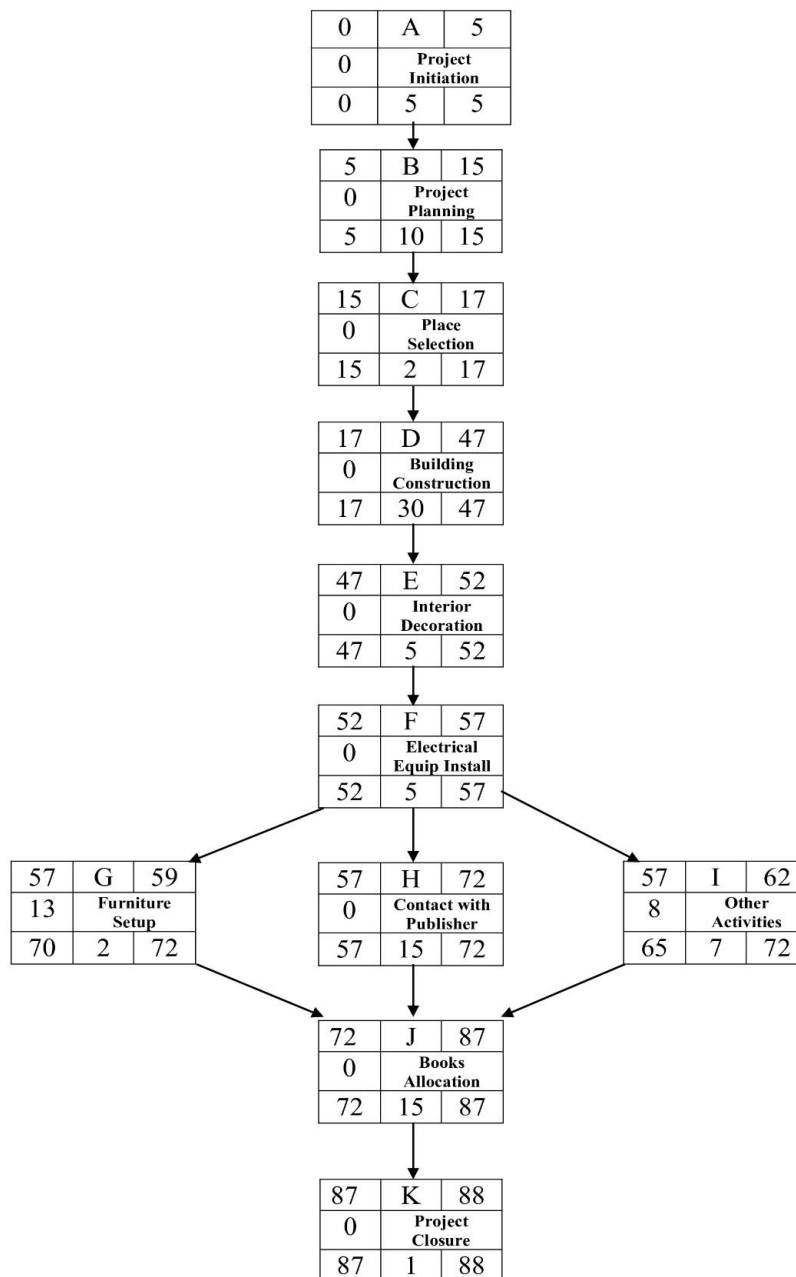
In this type, the periodicals are displayed stepwise, each step being 5 cm deep and 15 cm high. The length of the rack is 90 cm. There are 4 to 5 steps and on each step, 4 to 5 journals can be displayed (depending on their size) and on a single-sided rack, 20-25 periodicals can be displayed.

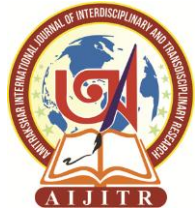
• **Special Furniture Items**

Besides the above-mentioned library furniture, a few other items worth considering are:

- i) Book trolley, which is basically a small book rack mounted on wheels, is very useful for moving books from one area of the library to another.
- ii) Stand (also called a dictionary stand) for an outsized and bulky reference book with space below for a few other reference books.
- iii) Display rack for newly acquired books, which can be placed in a prominent position.
- iv) Exhibit cases for display of the wide range of items.
- v) Atlas stand and Newspaper stand with a sloping top.

**Project Constituent**





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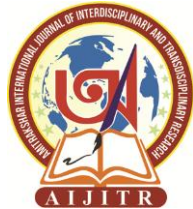
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Project Network Diagram Table			
Activity ID	Activity	Preceding Activity	Activity Time (Days)
A	Project Initiation	None	5
B	Project Planning	A	10
C	Place selection	B	2
D	Building Construction	C	30
E	Interior Decoration	D	5
F	Electrical Equipment Installation	E	5
G	Furniture Setup	F	2
H	Contact with the Publishers	F	15
I	Other activities	F	15
J	Books Allocation	G,H,I	15
K	Project Closure	J	1

### Assets and Expenditures for the Library

ASSETS	LIABILITIES	BALANCE																						
<b>Fund allocation</b>  1000000/-	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Expenses</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td>Construction cost</td> <td style="text-align: right;">241312/-</td> </tr> <tr> <td>Interior decoration</td> <td style="text-align: right;">43217/-</td> </tr> <tr> <td>Electricity &amp; Electronics</td> <td style="text-align: right;">12716/-</td> </tr> <tr> <td>Shelf and furniture</td> <td style="text-align: right;">112463/-</td> </tr> <tr> <td>Computer</td> <td style="text-align: right;">62500/-</td> </tr> <tr> <td>Books</td> <td style="text-align: right;">502000/-</td> </tr> <tr> <td>Journals and periodicals</td> <td style="text-align: right;">3712/-</td> </tr> <tr> <td>Stationaries</td> <td style="text-align: right;">8400/-</td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">2800/-</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>989120/-</b></td> </tr> </tbody> </table>	Expenses		Construction cost	241312/-	Interior decoration	43217/-	Electricity & Electronics	12716/-	Shelf and furniture	112463/-	Computer	62500/-	Books	502000/-	Journals and periodicals	3712/-	Stationaries	8400/-	Miscellaneous	2800/-	<b>Total</b>	<b>989120/-</b>	
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<b>TOTAL BALANCE-</b>		10882/-																						

### Role of Library Formation in Secondary Education Promotion of Reading Habits



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The library has an important role for the learners. It encourages regular reading practices beyond prescribed textbooks. Students can accomplish themselves with the different facts and ideas in the library. Reading improves academic performance, language skills, and comprehension ability and it also develops concentration, memory and analytical skills which are necessary for success in education and life. Students can spend their off-period and extra time outside of class time in the library. Exposure to diverse literature enhances vocabulary, comprehension, and language proficiency.

### Support for Curriculum Implementation

A well-organized and resourceful library supports teaching and learning by providing access to a wide range of information resources that complement classroom instruction. It helps students and teachers to go beyond textbooks and develop a deeper understanding of various subjects. The library acts as a knowledge center where students can explore supplementary materials related to their curriculum. It provides books, journals, magazines, reference materials, and digital resources that support different subjects included in the curriculum. Through these resources, students acquire broader outlooks and expand their understanding of concepts taught in the classroom. Teachers utilize library materials such as atlases, reference books, and journals to enrich classroom instruction and make learning more interactive. Students benefit greatly from library resources. They can access textbooks, supplementary reading materials, encyclopedias, dictionaries, and digital databases that help them complete homework, assignments, and research projects.

### Development of Independent Learning

Library plays an important role in promoting independent learning among students. An individual independent learner is one who can take responsibility for his or her own learning, explores knowledge beyond the classroom, and develops the ability to think critically and creatively. Library provides the necessary environment and resources that encourage students to learn on their own. It helps to access diverse learning resources, encouraging self-directed learning, improves critical thinking ability, and also provides a conducive learning environment for the all-around development of the learners.

### Improvement in Academic Achievement

Library plays a crucial role in improving students' academic achievement. A well-equipped library provides access to a variety of learning resources that support classroom teaching and help students understand their subjects more effectively. By offering books, reference materials, and digital resources, a library contributes significantly to students' academic success. It supports the students in preparing homework and assignments and encourages in creating a positive learning environment. Library assists students in locating appropriate materials and guides them in using library resources effectively.

### Enhancement of Information Literacy

Library has an important role in enhancing information literacy among students and learners. In the modern information age, where vast amounts of information are available, libraries help individuals develop the skills needed to access and use information sensibly and competently. Library helps the students in learning how to locate information and appraise information critically, which is an essential 21<sup>st</sup> century skill necessary for their higher education and professional life.

### Quality and risk management

During the project, the project manager had to face some difficulties because of the post-pandemic wound and school closure due to summer vacation. The project manager had to collect the opinions of the teachers and the students about the preferences of books through a number of stages. According to the demands of books given by the head of the institutions, the project manager contracted with the publishers and they fixed different schedules for the allocation of books. Primarily, the room selection became a dilemma both for the teachers and the institutional head as the construction of the room was started and it was stopped and shifted to another location, considering the outward environment. Another obstacle was there, and the project was paused for some days as the mason with his labourers had another duty and they became absent for some days. There was a temporary suspension of work for that. In spite of some obstacles, the project manager, with his ability and the cooperation of the teachers and the head of the school, had been able to complete the project successfully.

### Conclusion

The formation of a school library significantly influences the quality of secondary education. Although the school library has been recognised as an essential section of a good school, many schools in our country lack even rudimentary library facilities. From the predominant picture of the schools in our country, it can be seen that much



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remains to be done in providing them with well-organised libraries, particularly so in far-flung rural areas. Currently, the situation is such that a few books locked up in a classroom are given the status of a library. Millions of our school children, other than those studying in public schools, are being deprived of the full complement of library resources and services to which they need and are entitled. Even in schools where library facilities exist, the picture is not very bright. The condition of these libraries is below the required standard and even most of the secondary schools in our country lack a library. So, the library is essential for the development of students. Therefore, establishing and strengthening libraries should be considered a priority in secondary education development policies. Thus, at last it can be concluded that the project has opened a new dimension to the students as they are getting new opportunities to come closer to the reference and various types of books and journals and the school has got a new life for this formation of a new library.

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