

# GROW BY READING

## A Guide to Setting up Library

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In an overwhelming response to the 'A Million Books - A Million Smiles' campaign, Rotarians in India have collected 15,83,427 books. The number continues to grow as more and more clubs upload their collection data on the [www.rotaryteach.org](http://www.rotaryteach.org) website.

By definition, a library is "a building or room containing collections of books, periodicals and sometimes films and recorded music for use or borrowing by the public or the members of an institution." It may be large or small. When a library is created in a school, the thumb rule allocates at least three books per child. Thus, for a school with 40 students the library must contain a minimum of 120 books.

A school library can be of two types:

- Traditional Library
- Classroom Library\*

### Book Sorting and Labeling

- When sorting you will have books of different languages like English, Hindi and other local languages. So the sorting needs to be done, both, language-wise and colour-wise.
- Ear mark a different space for a different colour of books while sorting.
- Under each colour there should be allocated space for each language of books.
- The colours and the corresponding level of book is given in the table (see top right).
- Stickers have to be printed with the corresponding colours. Design of stickers is in *Fig.1*.
- The books have to be sorted and placed, according to the classification given in the table above in the area designated for a given colour.
- Label with the corresponding colour is to be stuck on the spine of each book, such that, half the sticker shows on the front cover and half on the back cover of the book.

### Colour coding with GROW BY

Code	Colour	Standard	Nature of Books
G	Green	Class II	Pictorial Books with 1–2 sentences per page with very simple, understandable words for children
R	Red	Class III	Pictorial books with 1–3 sentences per page and more difficult words than in Green coded books
O	Orange	Class IV	Pictorial books with 3–4 sentences per page and more complex words
W	White	Class V	Books with 5–6 sentences per page with construction more complex than in previous levels
B	Blue	Class VI	Books with 6–7 sentences per page using more complex structure and difficult words than in the previous label
Y	Yellow	Class VII	Books meant for good readers. This will include books with scientific explanation of natural phenomena like solar eclipse



*Fig.1*

- Each colour indicates a bunch of books that is suitable for a student class.
- Once all books collected by a club are sorted, the club may find that it has too many books of one colour.
- In that case the club will need to join hands with neighbouring clubs to get the correct mix of books for a library.
- The colour of books to be considered for a particular classroom will depend on the standard/ability of students for whom the library is being created.
- The clubs in a city/area/Rotary District can sort the books together at a common location and convert it into a PR event with press coverage.

## Traditional Library



Fig.2

To set up a traditional library, the following needs to be done:

- A room or space in the school building needs to be designated for setting up the library.
- Cupboards need to be bought and installed to store the books.
- Books need to be sorted and put into the cupboards. (The process of sorting books to create a traditional or classroom library is the same and as described above).
- For a traditional library a librarian has to be appointed to keep record of books acquired and borrowed by the children.

**Note:** The library cupboard in Government schools, in rural areas, is usually kept in the Head Teacher's room. The children are often scared to go there to browse through or even borrow books for reading.

## Classroom Library

To set up a classroom library the following needs to be done:

- Portable libraries, Classroom Book Hangers (Fig.3) are put up against a wall in the classroom at the beginning of the day and folded and kept away when school gets over.
- The Classroom Book Hanger is made of canvas or waterproof material (used for making school bags) with four to six transparent pockets capable of holding at least thirty books each.



Fig.3

- The Classroom Book Hanger can be of the following types:

Hanger with	Length in Inches	Breadth in Inches
8 pockets	42.5	24
6 pockets	32.5	24
4 pockets	22.5	24
Size of Pocket	9	10

- The pockets are labeled according to the GROW BY colour coding system and language-wise.
- The books are sorted and labeled with colour coded stickers to be put into the corresponding pockets.
- This is accompanied by a colour coded Book User Chart as shown in Fig.4.

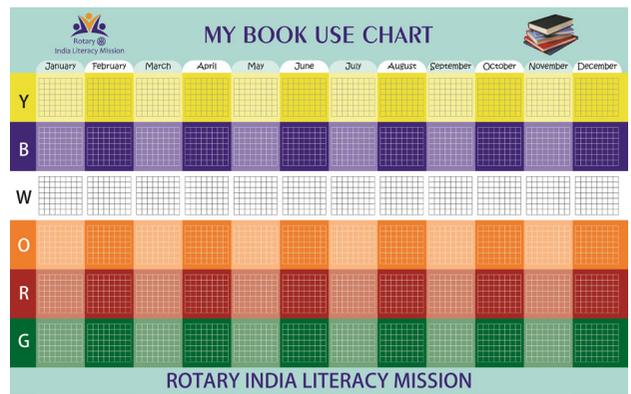


Fig.4

- This chart is to be pasted on the wall beside the Classroom Library.
- When a child picks up a book to read he looks at the colour of the sticker on the spine and accordingly ticks a box of the same colour in the corresponding month on the chart.
- The chart helps the teacher to keep track of the progression in reading habits and comprehension ability of the students in his class.

**Note:** In a Classroom Library the books stay in the classroom and children feel more comfortable to pick them up for reading. The books can be taken home by the students — however, it is advisable not to permit this as, then, record will need to be kept of which child is taking which book.

Let us begin the process of library creation. It will be, I am sure, both enjoyable and educative for us adults too! Together we will create more than 1,500 libraries and light up the faces and eyes of lakhs of children with smiles, children who may have never seen or touched books like these. ■

\*The process and guidelines on Library creation are provided by our knowledge partners Akshara Foundation and Hippocampus.