

## Library Policies

### Goals

The school library is integral to the educational process. The following are essential to the development of literacy, information literacy, teaching, learning and culture.

### Library services:

- Supporting and enhancing educational goals as outlined in the school's mission and curriculum.
- Developing and sustaining in children the habit and enjoyment of reading and learning, and the use of libraries throughout their lives.
- Offering opportunities for experiences in creating and using information for knowledge, understanding, imagination and enjoyment.
- Supporting all students in learning and practicing skills for evaluating and using information, regardless of form, format or medium, including sensitivity to the modes of communication within the community
- Providing access to local, regional, national, and global resources and opportunities that expose learners to diverse ideas, experiences, and opinions.
- Organizing activities that encourage cultural and social awareness and sensitivity.
- Working with students, teachers, administrators, and parents to achieve the mission of the school.

### Books for borrowing are arranged by:

- Languages: Arabic, and English
- Fiction and non-fiction books
- Age group (fiction books), and therefore by reading level (follow a Guided Reading Resource Chart).

**In addition, the following media are available:**

- DVDs in various languages
- Audio-CDs and audio-computers
- Audio English reading books
- Internet connection to help Students and Teachers facilitate research for presentations and projects.
- Online Virtual library

**Opening hours**

Sunday to Thursday 8:00-2:50

**Lending rules**

Each Student may borrow up to 2 books within one week. Books can be renewed. If the book is returned within the week, another one may be checked out.

**Responsibility**

- Students and parents are responsible for the borrowed book.
- Items are considered LOST when they are 1 month or more overdue.
- Students will be charged the replacement cost for lost or seriously damaged items.
- A notice stating the replacement cost will be mailed home to parents/guardians when the item is 1 month overdue.
- Students may not borrow additional items from the school library until the cost for the damaged/lost item is paid. This will continue to the next school year if not paid during the current school year.
- Overdue notices are sent home to students through their Supervisors, or via email after an item is overdue. Please check your child's bag or notebook for the notice.
- Overdue books should be returned as soon as possible.
- The school does not charge a late fee for overdue books.

**Computer Use**

Computers are provided in the library for research-related and similar learning opportunities. Purely personal use of computers (for example, non-school related messaging, Facebook, non-educational games) is not allowed.

## **Donations**

The library gratefully accepts all donations of recent books in good condition. Those that meet our selection criteria will be added to the collection. Please visit the library to make appropriate arrangements.

## **How to behave in the library?**

The school library is committed to providing all users with an environment that is safe, well-maintained, and conducive to studying, reading, and researching. All users are expected to engage in behavior that is respectful of the facilities, materials, and rights of others.

Users are also expected to abide by the school library rules and regulations.

- The library is a quiet area, Speak quietly, move around slowly.
- Make sure your hands are clean.
- Do not eat and drink in the library.
- Students should schedule an appointment by the library booking system before one day.
- Always treat books with care and respect (don't tear pages out, don't write in them).
- Mobiles are not allowed in the library.
- Students are not permitted to enter the library without a Library pass card.

## **Breaks**

The Library will be open during the break.

## **Class visits**

All classes have time to visit the library by following the library schedule as directed by their teachers and coordinators.