

IC Libraries Policies

Welcome to IC Libraries. Our policies support a welcoming, inclusive, and respectful environment where students can learn, explore, and grow as readers and thinkers.

Mission

IC Libraries empower our learning community to become confident readers, critical thinkers, and lifelong learners in a supportive and welcoming environment.

- Support students in finding, evaluating, and using information effectively
- Encourage a lifelong love of reading
- Provide access to print and digital resources
- Collaborate with teachers to support learning across subjects
- Continuously develop and improve our collections

Acquisitions Policy

Our libraries offer a wide range of materials in different formats and languages, including Arabic, English, and French, to meet the diverse needs of our students.

Selection decisions are made collaboratively by subject coordinators, principals, the head librarian, and school administration.

Materials are selected based on:

- Educational value and curriculum relevance
- Accuracy, quality, and currency
- Age and reading-level appropriateness
- Representation of diverse perspectives and cultures

Weeding Policy

To keep the collection relevant and up to date, IC Libraries regularly review materials using the CREW method (Continuous Review, Evaluation, and Weeding).

Materials may be removed if they are:

- Misleading or inaccurate
- Damaged or in poor condition
- Outdated or superseded
- Of limited educational value
- No longer relevant to student or curriculum needs
- Easily accessible through other resources

Withdrawn materials are removed from the library system and may be recycled or donated when appropriate.

Censorship Policy

IC Libraries aim to provide a broad range of perspectives while respecting the values of the school community and local cultural context.

Materials are selected with age appropriateness in mind. Officially banned or unsuitable content is not included in the collection, and sensitive materials are reviewed carefully.

Concerns about library materials may be submitted for review. Final decisions are made by the Head Librarian.

Donations Policy

We welcome donations that support student learning and enrich our collection.

Donated materials should:

- Be in excellent condition
- Support curriculum or student interests
- Be current, relevant, and appropriate for the collection

Copyright Notice (Shall be under Academic Integrity section)

IC Libraries are committed to respecting intellectual property rights and complying with Lebanese Copyright Law No. 75 (April 3, 1999).

All books, articles, digital resources, audiovisual materials, and other copyrighted content available through the library or school platforms are protected by copyright and must be used responsibly.

Key guidelines

- Copyrighted materials may not be reproduced, distributed, uploaded, or shared beyond what is allowed by law
- Photocopying and scanning are permitted only for limited, educational, and non-commercial use
- Copying entire books, workbooks, or substantial parts of published works without permission is not allowed
- Reproduction services may be restricted if they risk violating copyright laws or licensing agreements
- External links and digital resources remain the property of their respective owners and are shared for educational purposes only

All students, teachers, and staff are expected to use library resources ethically and in accordance with copyright regulations.