

## LIBRARY POLICY

POLICY	LIBRARY
FUNCTION	DAILY FUNCTIONING OF LIBRARY
STATUS	RECOMMENDED
AUDIENCE	STUDENTS / SCHOOL STAFF
IMPLEMENTATION	LIBRARIAN/ VICE PRINCIPAL ACADEMIC HEAD / SUPERVISORS
ISSUED FOR	STUDENTS AND STAFF
DATE OF REVIEW	APRIL 2016 NEXT REVIEW: MARCH 2017
LEAD PROFESSIONAL	PRINCIPAL

At Ambassador School , Dubai , school library provides academic resources for all constituents of the school – student, faculty, administrative staff and support staff. The library strives to make resources readily accessible when and wherever they are needed to enhance and promote the total growth and development of students. The library endeavors to provide students with opportunities to learn how to utilize materials in a variety of formats to access information so that they can continue lifelong learning.

### **Aims and Objectives**

The Library, in conjunction with other departments and staff within the school, works towards achieving the **following aims and objectives:**

1. To provide a supportive and stimulating environment for students and staff.
2. To encourage all students to reach their full potential as independent learners and develop a positive attitude to life-long learning.
3. To foster the enjoyment of reading as a recreational activity in all members of the school.
4. To support The Ambassador School curriculum by providing access to relevant resources for students and staff.
5. To provide resources (as appropriate) to support and develop the recreational interests of the students.
6. To provide the opportunities for the students to develop the knowledge and skills necessary to access library resources.
7. To develop an awareness in students of the importance of books and other resources as a means of recording and sharing human achievements, failures and aspirations.
8. To contribute to the development of positive personal attributes within each student.

### **Responsibilities of the Librarian**

- To classify and catalogue school book resources using the software installed in the computer and to continually update the library records. This includes pupils books, teacher resources, and audio visual materials across the subject areas.
- To issue books to pupils and staff using the computer system.
- Collaborating with teachers to plan and implement instructional units integrating resources of the library with the classroom curriculum.
- Ensuring students have access to the library at the point need for class related research, independent reading and personal enquiry.
- Providing a welcoming and respectful climate in the library.
- Developing and implementing reading initiatives to motivate and engage students in independent reading.
- Establishing, maintain and updating an automated catalog and organizing the collection using orison library management software.
- Documenting, reporting and maintaining records of use of library resources.

- Promoting use of the library media center to teachers; students and parents to ensure that the library is vital and active center of learning for the entire school.
- To be responsible for sending mails to the teachers / supervisor where the pupils books are for overdue or lost to inform the parents.
- To be responsible for keeping the Library a pleasant and happy place to be.

### **Policies and procedures for students in the Library**

- Silence should be observed in the library
- All students should have ID card while entering into the library
- Student / Staff must obey directions given by a member of library in order to maintain a safe environment that is conducive for academic study
- Each class is allotted one period per week. All students must report to the library on time
- Students may not eat or drink (apart from water) or use mobile phones.
- Laptops may only be used for work purposes and not for games.
- Students are expected to behave in a responsible manner.

### **Loan facilities and terms of borrowing**

- New books arrived will be kept for display for two weeks and later will be given for circulation.
- Students and staff of the school may borrow books from library.
- Books listed in the library's catalogues are normally available for borrowing with some expectation.
- Students are allowed to borrow one book against their card for a period of 2 weeks. A staff may borrow 2 books (Fiction or non-fiction) at a time for the period of 2 weeks and textbook for the period of one year.
- Support Staff are allowed to borrow one book for a period of one week against their school ID between 01:30p.m – 01:45p.m.
- Students have to borrow, renew or return the books only during their library period.
- No books will be lent during vacation.
- No reference books or magazine will be lent out.
- Loans may normally be renewed if the books is not required by the library for another user. Special rules apply for items in high use categories.
- Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.
- All library materials borrowed must be returned within the stipulated loan period.
- If the books is lost or severely damaged by the user , they have to replace the same book or they will be charged the cost of the book plus a processing fee of AED 20/- (twenty only)