

LIBRARY POLICY	Policy Number	A 10
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Library Policy	Prepared By	HR - Admin
	Issued By	HR Department
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EDISON MK

SCHOOL LIBRARY POLICY

Aims:

At Edison International Academy, we recognise the importance of fostering a love for reading within our pupils so that they can become well-informed and well-rounded individuals.

Library Provision:

Edison International Academy, Al Markhiya, currently has two room designated as library. It houses books for the school's younger learners to Year 6 upwards. All library books and resources are reviewed to ensure that they are congruent with Islamic values and Qatar national cultural expectations. They are reviewed by the resources committee every time new materials are procured for the library.

Staffing:

The School Librarian takes care of the maintenance of both library and performs the following duties (among others):

- Recording new book arrivals on the library module of the School Management System Digital Campus
- Check the content of the resources with the Resource Management Committee for compliance
- Structuring the borrowing/return system, which is currently being moved from a manual system to the "Transaction" feature of the School Management System.
- Current Transaction Process: Library books are currently issued and returned manually.

Stock Verification

- The library stock shall be checked regularly to ensure that the records are accurate.
- Missing, damaged, or misplaced books shall be identified and recorded by the librarian and inform the resource officer.
- Stock verification shall be reviewed regularly and updated in the library records.

Use and access:

- Opening times: the library is staffed and open every day from 07:00am - 2:00pm
- Library times for all year groups and classes are timetabled, and children can also visit the library during break time to exchange their reading books.
- Students may not visit the library during a session timetabled for another class. Teachers should check the library timetable before sending a student outside their own scheduled time.

Borrowing and Returning Library Material

- Book allowances: All children may borrow up to three books at a time and return after one week which can be renewed.
- Overdue procedures: The library assistant will issue reminder slips to child if the book is one week overdue, asking parents for their assistance in locating and returning the book. When a month has passed a letter requesting a "LOST BOOK FEE" will be sent home via the class teacher.
- Damaged Items: at the discretion the library assistant, and if a book is not repairable, a letter outlining the replacement fee will be charged to parents. It is however understood that some damage will occasionally occur due to normal wear and tear.
- Fees for lost / damage books: the school reserves the right to charge parents for the full cost of the book to be replaced.

RULES OF ACCEPTABLE BEHAVIOR INSIDE THE LIBRARY

- Use a quiet voice so as not to disturb others.
- Take care of Library Books.
- Keep books in the correct place after use.
- Return all used materials to their proper place.
- Students should arrange their seat properly at the end of the Library class.
- Leave food and drinks outside the Library.
- Do not use the computer without permission.
- Listen and follow directions from Librarian.
- Don't take any books when the Librarian is not present.

CONSEQUENCES:

- Verbal warning from the Librarian/Teacher.
- If a student continues to misbehave or disturb the class, the student will be asked to leave the class with the school counsellor the Teacher will be notified. Students may first be separated from other classmates when visiting with a group.
- If misbehavior is severe, the student will be asked to leave the class with the school counselor with follow up communication with the student parents.

SCHEDULING

Library Lessons for ALL year groups are timetabled.

- Students may check out up to three books for a period of one week.
- Other students are not allowed to visit the Library during scheduled classes.
- Teachers should refer to the Library timetable and avoid sending students to the Library during periods when they are not scheduled to attend.
- Teachers are expected to support the library procedures by following the timetable and encouraging students to return borrowed books on time.
- With the teachers' permission, KS2 students may use the Library for independent study, make-up tests, or small-group meetings, provided that no Library classes are taking place at that time.

Reference Materials

References materials are to be used by students in the library. Teachers may borrow references materials for use in the classroom when necessary.

Faculty Checkouts

Faculty may check out materials unlimited numbers of materials as long as needed. Items should be returned after use so that others can use them, provided that all borrowed materials are recorded by the Librarian.