

SCHOOL LIBRARY POLICY

"Reading makes all other learning possible. We have to get books into our children's hands early and often."

1. Aims:

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

2. Library Provision:

Edison International Academy, Al Markhiya, currently has one room designated as a library. It houses books for the school's learners (Early Years up to Year 6).

3. Staffing:

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

- Recording new book arrivals on the library module (excel sheet)
- Structuring the borrowing/return system.

4. Use and access:

Opening times: the library is staffed and open every day from 07:00am-12:00pm

Children can visit the library during break time and after school to exchange their reading books.

5. Library Rules:

a. Book allowances: All children may borrow one book at a time and keep the book for one week.

b. Overdue procedures: The library assistant will issue reminder slips to child if the book is one or two weeks 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.

c. 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.

d. Fees for lost/damage books: the school reserve the right to charge parents QAR 150 if a book borrowed by their child is either lost or damaged beyond repair.

RULES OF ACCEPTABLE BEHAVIOR INSIDE THE LIBRARY - Failure to comply will result in the following consequences.

1. Use a quiet voice so as not to disturb others.
2. Take care of Library Books.
3. Leave food and drinks outside the Library.
4. Do not use the computer without permission.
5. Listen and follow directions from Librarian.
6. Don't take any books when the Librarian is out.

CONSEQUENCES:

1. Verbal warning from the Librarian/Teacher.
2. If a student continues misbehaving, the student will be asked to return to class and the Teacher will be notified. Students may first be separated from other classmates when visiting with a group.
3. If misbehaviour is severe, the student will be asked to return immediately to class or be sent to office.

SCHEDULING

The Library is available to all Year groups.

- Students may check out one (1) book for a period of one (1) week.
- Other students are not allowed to visit the Library during scheduled classes.
- Visitation for students from Year 3 to Year 6 are flexible. Teachers may send up to three (3) students with the Assistant Teacher at a time to check out books as needed. These students may check out two (2) books for a period of a period of two (2) weeks.
- With teacher permission, Secondary students may use the Library for study, make-up tests or small-group meetings.

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.