

LIBRARY POLICY	Policy Number	A 10
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REVISION HISTORY				
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Library Policy	Prepared By	HR - Admin
	Issued By	HR Department
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## 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 2 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 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
- Structuring the borrowing/return system, which is currently being moved from a manual system to the "Transaction" feature of the School Management System.

### 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.

### Library Rules:

- **Book allowances:** All children may borrow one book at a time and keep the book for one week.
- **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.
- **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.
- **Fees for lost/damage books:** the school reserve the right to charge parents QAR 50 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.

- Use a quiet voice so as not to disturb others.
- Take care of Library Books.
- 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 out.

### CONSEQUENCES:

- Verbal warning from the Librarian/Teacher.

- If a student continues misbehaviour, 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.
- If misbehaviour is severe, the student will be asked to return immediately to class or be sent to office.

## SCHEDULING

**Library Lessons for ALL year groups are timetabled.**

- Students may check out one (3) book for a period of one (1) week.
- Other students are not allowed to visit the Library during scheduled classes.
- Teachers should refer to the library timetable and avoid sending students during lessons they are not scheduled for
- With teacher permission, KS2 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.