



NEW INDIAN SCHOOL, RAS AL KHAIMAH LIBRARY POLICY 2022-2023

Agreed by:	Governing Body	
Review date:	4 TH APRIL 2022	

INTRODUCTION

NEW INDIAN SCHOOL, RAS AL KHAIMAH library provides academic resources to students, faculty, administrative staff, and support staff. To enhance and promote the total growth and development of students, the library strives to make resources readily accessible when and wherever they are needed. Students are provided with opportunities to learn how to access information in a variety of formats at the library so they can continue learning throughout their lifetime.

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 NEW INDIAN SCHOOL,RAS AL KHAIMAH curriculum by providing access to relevant resources for students and staff.
5. To provides 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

1. To classify and catalogue school book resources using excel in the computer and to continually update the library records. This includes pupils, books, teacher resources and audio visual materials across the subject areas.
2. To issue books to pupils and staff using the register system.
3. Collaborating with teachers to plan and implement instructional units integrating resources of the library with the classroom curriculum.
4. Ensuring students have access to the library at the point needed for class related research, independent reading and personal enquiry.
5. Providing a welcoming and respectful climate in the library.
6. Developing and implementing reading initiatives to motivate and engage students in independent reading.
7. Documenting, reporting and maintaining records of use of library resources.
8. 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.
9. To be responsible for sending mails to the teachers/supervisor where the pupils books are for overdue or lost to inform the parents.
10. To be responsible for keeping the library a pleasant and happy place to be.

Policies and procedures for students in the library

1. Silence should be observed in the library.
2. All students should have ID card while entering into the library.

3. Student/Staff must obey directions given by a member of library in order to maintain a safe environment that is conducive for academic study.
4. Each class is allotted one period per week. All students must report to the library one time.
5. Students may not eat or drink (apart from water) or use mobile phones.
6. Students are expected to behave in a responsible manner.

Book Borrowing

1. Students and staff of the school may borrow books from library.
2. Books listed in the library's catalogues are normally available for borrowing with some expectations.
3. Students are allowed to borrow one book against their name for a period of 1 week. A staff may borrow 2 books (Fiction or non-fiction) at a time for the period of 2 weeks and reference textbook for the period of one term.
4. Support Staff are allowed to borrow one book for a period of one week against their school ID between 1:15 P.M – 1:45 P.M.
5. Students have to borrow, renew or return the books only during their library period.
6. No books will be lent during vacation.
7. No reference books or magazine will be lent out to students.
8. 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 return of the books taken.
9. All library materials borrowed must be returned within the stipulated loan period.
10. If a book 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).