

Library Policy

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Rationale

At ISCS Bahrain, our libraries are dynamic centres supporting all members of our community—students, faculty, staff, and support personnel. We're dedicated to providing easily accessible resources to enhance student development and lifelong learning. Our libraries offer diverse formats of information, fostering curiosity, collaboration, and academic success. With personalised guidance from our staff, we nurture a love for learning that extends beyond the classroom, making our libraries integral to our school's educational mission. The library policy is essential for all educational levels, from early years to primary and secondary education, to ensure equitable access to resources and services.

Aims and Objectives

The library, in collaboration with other school departments and staff, is dedicated to achieving the following aims and objectives:

- Providing a supportive and stimulating environment for both students and staff.
- Encouraging all students to realise their full potential as independent learners and fostering a positive attitude towards lifelong learning.
- Cultivating a love for reading as a recreational activity among all members of the school community.
- Supporting the school's curriculum by offering access to relevant resources for students and staff.
- Offering resources, as appropriate, to support and cultivate students' recreational interests.
- Providing opportunities for students to develop the knowledge and skills necessary to effectively utilise library resources.
- Raising students' awareness of the significance of books and other resources as tools for recording and sharing human achievements, failures, and aspirations.
- Contributing to the development of positive personal attributes within each student.
- Assisting in the development of broader knowledge, tolerance, and understanding of other traditions and cultures through the provision of relevant materials.
- By fulfilling these objectives, the library plays a vital role in enriching the educational experience and fostering a diverse and inclusive learning environment within the school.

The School Libraries

ISCS has five libraries in the school:

- The EYFS Library is located on the ground floor.
- The Primary Library is located on the ground floor.
- Two Libraries are located on the first floor.
- One library is located on the second floor.

Role of the School Library

The role of the school library:

1. Teaching and Learning:

- Librarians collaborate with educators to facilitate and demonstrate high-quality teaching and learning practices.
- They aid both staff and students in selecting suitable resources for educational purposes.
- The library contributes to the literature initiatives of the English and language departments.

2. Provision and Management of Resources:

- The library procures, organizes, promotes, and lends high-quality resources that adhere to the school's mission and curriculum objectives, promoting literacy.
- Efficient library management systems are employed to oversee all resources.
- Regular evaluations of library services and management are conducted.

3. Social and Recreational Development:

- Encouraging the appreciation of reading and literature, nurturing students' exploration and understanding of human experiences and the world through reading.
- Promoting the safe and productive utilisation of web resources for leisure, recreation, and self-directed learning.

4. Environment and Atmosphere:

- Creating an environment that stimulates curiosity and excitement for learning while fostering respect for information and libraries.

- Establishing a flexible educational setting that caters to various needs, whether by class, group, teacher, or individual requirements.

Role and Responsibilities

Librarian

Librarians are essential for managing school libraries, cataloguing resources, assisting students and staff, organising reading programs, and maintaining a positive atmosphere for learning. The role and responsibility of a librarian include:

- **Resource Management and Cataloguing:** Responsible for classifying and cataloguing schoolbook resources using installed computer software, ensuring continual updates to library records, covering pupil books, teacher resources, and audio-visual materials across subject areas.
- **Book Issuance and Management:** Tasks include issuing books to pupils and staff using the computer system efficiently.
- **Curriculum Integration Collaboration:** Collaborates with teachers to plan and implement instructional units that seamlessly integrate library resources with the classroom curriculum.
- **Access Provision:** Ensures students have access to the library when needed for class-related research, independent reading, and personal inquiry.
- **Reading Initiative Development:** Develops and implements reading initiatives and competitions to motivate and engage students in independent reading.
- **Catalogue Maintenance and Organization:** Establishes, maintains, and updates an automated catalogue and organizes the collection using library management software.
- **Usage Documentation and Reporting:** Documents, reports, and maintains records of library resource usage.
- **Overdue Book Notifications:** Responsible for sending notifications to teachers/supervisors regarding overdue or lost pupil books to inform parents.
- **Atmosphere Maintenance:** Ensures a pleasant and happy atmosphere is maintained in the library.
- **Feedback and Suggestions:** Establishing channels for students to provide feedback and suggestions for improving library services, such as suggestion boxes and interviews with the Head Boy/Girl and Prefects.

Students

The role and responsibility of a student in using the school library include:

- Respecting the space: Students should maintain a quiet and orderly environment in the library to allow others to study and focus.
- Returning borrowed materials: It's important for students to return books and any other borrowed materials on time and in good condition to ensure others have access to them.
- Utilising resources effectively: Students should make use of the library's resources for research, studying, and learning purposes, ensuring they handle materials with care.
- Seeking assistance when needed: If students require help finding information or using library resources, they should not hesitate to ask librarians or staff for assistance.

Teachers

The role of a teacher in relation to the school library includes:

- Promoting library use: Encouraging students to utilise the library for research, reading, and studying.
- Collaborating with librarians: Working together to integrate library resources into lesson plans and curriculum, ensuring alignment with educational goals.
- Supporting literacy initiatives: Participating in guided reading programs, recommending books, and fostering a culture of reading both in and out of the classroom.
- Modeling research skills: Demonstrating effective research techniques and information literacy practices to students.
- Providing feedback: Communicating with librarians about the effectiveness of library resources and suggesting improvements or additions based on classroom needs.

Student Library Monitors

The school promotes student leadership within the library, with student monitors serving across different levels. The role of the student library monitor includes:

- Library Assistance: Student monitors assist the librarian during designated times, contributing to various library tasks to ensure smooth operation.

- **Book Shelving:** Responsibilities include organising and shelving books to maintain a tidy and accessible library space for all users.
- **Student Support:** Student monitors help fellow students locate desired books, offering assistance and guidance when needed.
- **Book Recommendations:** Providing book recommendations based on personal interests and popular titles, encouraging reading engagement among peers.
- **Collaboration in Planning:** Participating in meetings to brainstorm and plan library displays, activities, and events, contributing ideas to enhance the library experience for all students.
- **Reading Engagement:** Reading to younger students, such as those in the Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1), to promote literacy and foster a love for reading.
- **Flexible Assistance:** Assisting the librarian with any additional tasks necessary for the efficient operation of the library, demonstrating adaptability and willingness to help.

Additionally, student monitors are encouraged to exemplify responsibility, professionalism, and dedication in their roles, serving as positive role models for their peers and contributing to the overall atmosphere of the library as a welcoming and productive space for learning and exploration.

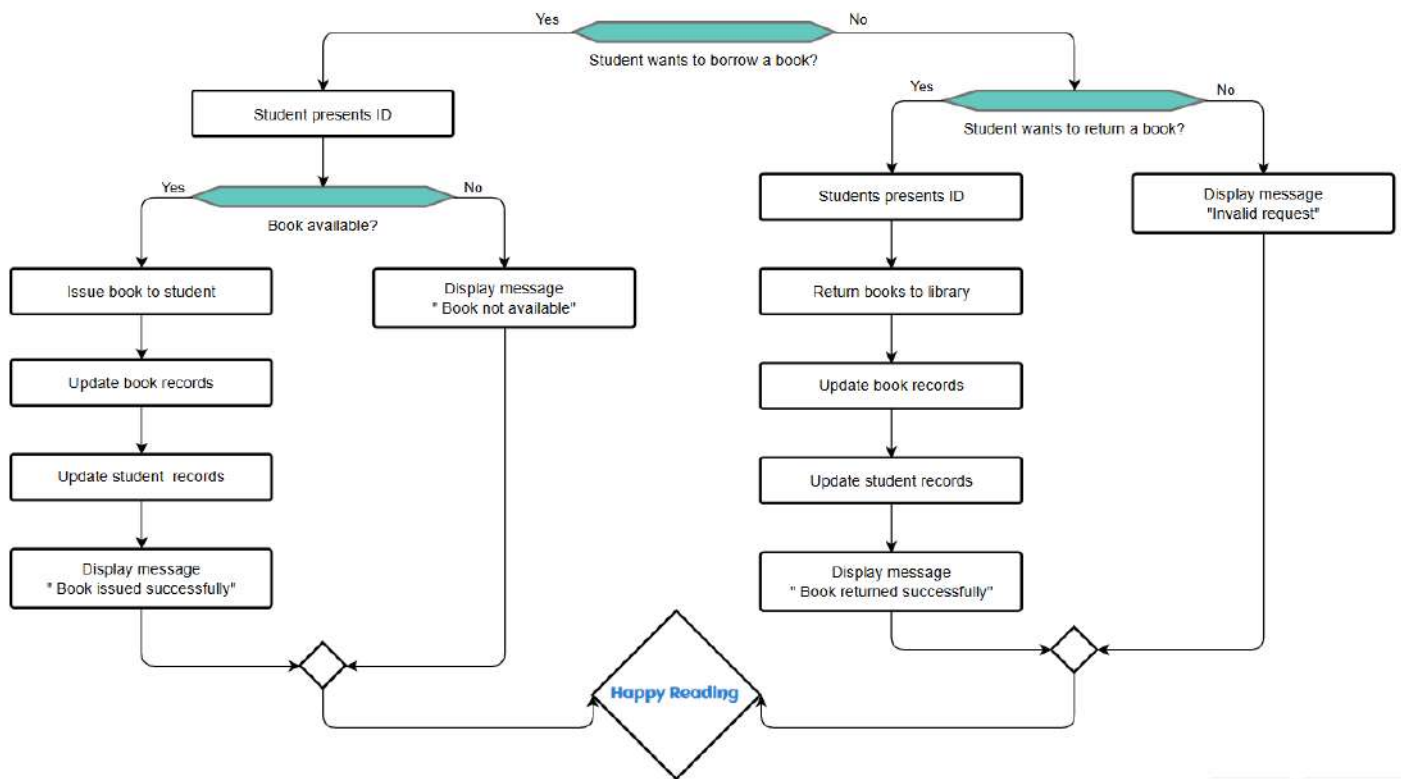


Figure 1 Borrowing - Returning Books Flow Chart

Borrowing Books

- Each student is allowed to borrow two books for a duration of two weeks.
- Students will not be permitted to borrow additional books if they have overdue materials.
- Staff members are permitted to borrow two Fiction and two Non-Fiction books for personal use, also for a period of two weeks.
- Teaching staff can borrow up to 30 books for class projects, with the expectation of returning them by the end of the week. Teaching staff are requested to inform the librarian two days in advance. These items must be checked out under the teacher's name.
- Students must borrow, renew, or return books during their designated library period only.
- Certain reference books will not be lent out and are restricted for use within the library.
- Loans may typically be renewed if the books are not required by another user.

Lost Books

If a book is lost or severely damaged by the user, they must replace the same book or cover the cost of the book. Failure to do so may result in penalties or restrictions on borrowing privileges until the matter is resolved.

Users should promptly inform the librarian or library staff. The librarian will provide guidance to the parent on the necessary steps to resolve the issue, including options for replacement or reimbursement. It is essential for users to adhere to library policies and procedures regarding the handling and care of borrowed materials to maintain the integrity of the library collection for the benefit of all students.

Fees and Fines Schedule:

Category	Description	Fee/Fine
Overdue Materials	Books	0.500 BHD per day per item
		Maximum Fine: 5 BHD per book
Lost or Damaged Materials	Lost Books/Items	Full purchase price of the item
	Minor Damage (e.g., bent pages)	1. Warning 2. 2.5 BHD Fine
	Major Damage (e.g., water stains, torn pages)	Fine up to the full replacement cost
		Late Fee: Same as overdue materials
Payment Policies	Payment Method	Cash or Card payments to accounts
	Failure to Pay	Restricted access to library materials

Library Code of Conduct

The **Library Code of Conduct** outlines the expected behaviors and responsibilities of all students and library users while utilizing the school library. Adhering to this code ensures a positive and respectful environment conducive to studying, reading, and learning.

Rule/Policy	Description
1. Quiet and Respectful Behavior	Maintain a quiet environment to respect the study and reading needs of others. Talking should be kept to a minimum.
2. Proper Use of Library Materials	Handle all library materials (books, magazines, DVDs, etc.) with care. Avoid writing or marking in books.
3. Respect for Library Space	Keep the library clean and orderly. Dispose of trash in designated bins and return furniture to its proper place.
4. Food and Drink Policy	No food or drinks (except water) are allowed in the library to avoid damage to materials and equipment.
5. Borrowing Materials	All borrowed materials must be checked out using the library's circulation system. Return materials on time to avoid late fees.
6. Library Access and Behaviour	Only registered library users are allowed to access the library. Visitors must be accompanied by a student or staff member.
7. Personal Belongings	Personal items, such as backpacks, must be placed in designated areas. Keep your belongings secure.
8. Courtesy and Cooperation	Be courteous to library staff and fellow users. Follow the instructions of staff members when needed.
9. No Bullying or Harassment	Bullying or harassment of any kind is not tolerated. Treat others with respect and dignity.
10. Noise Levels	Noise levels should be appropriate for the area. Low talking and whispering are permitted in group areas.
11. Handling of Lost and Found Items	Lost items found in the library should be turned into the library staff. Do not take items that do not belong to you.
12. Compliance with Library Staff	Follow the instructions and guidance of library staff to maintain a positive learning environment.