



LIBRARY POLICY



POLICY NAME		LIBRARY POLICY					
APPROVAL AUTHORITY	PRINCIPAL	ADOPTED	APRIL 2023	REVIEW ED	JANUARY 2024	NEXT REVIE W	JANUARY 2025
RESPONSIBLE EXCECUTIVE	LIBRARIAN						
RESPONSIBLE OFFICE	LEARNING RESOURCE CENTRE	AVAILABLE	In the Library , Website				

INTRODUCTION

The school library supports the CBSE curriculum in line with its Vision/ Mission. Throughout the academic year, the library is considered as part and parcel of all the internal and external activities of the school. It plays a very important role and helps the school in achieving the educational objectives with emphasis of the schools CORE VALUES –Cooperation, Excellence, Friendship, Integrity, Respect and Responsibility

SCHOOL LIBRARY OBJECTIVES

It is devoted to promote reading as a pleasurable hobby thereby creating a culture of knowledge

and inquisitive minds to young generation of readers that enable them to develop lifelong

learning for:

- Information Literacy
- Inclusion
- Economic, social and cultural environment
- Information sharing
- Research
- Assistance
- Creates reading programmes suitable for each individual needs and learning strategy.
- Make the library inviting and pleasing with comfortable furniture's



LIBRARY ADVISORY COMMITTEE

- Principal / Vice Principal
- Department Heads
- Subject coordinators
- Librarian

PROMOTING READING HABIT

The UAE had declared 2016 as “The Year of Reading” to create a generation of book lovers and consolidate the UAE’s position as a global capital for culture and knowledge. Thus, the school library is encouraging reading among students, teachers and parents. Reading must be present in all aspects of school programmes and activities.

I. CLASSROOM READING CORNER

Every class has their own reading corner stocked with storybooks donated by students themselves and extra titles from the library. The collection is under the direct control and supervision of the class teachers and the appointed “Book Monitor” of the class. These class libraries can be used by all the students especially those who complete their work before time.

II. LIBRARY PROGRAMMES AND PROJECTS

The library is also conducting charitable activities along with the collaboration of teachers, parents and students. “Stationery Drive” which includes books, textbooks, school items that are still in good condition are usually donated at the end of the School Year.

III. BOOK FAIRS

The library organises field trips to Sharjah Book Fair. The school organises book fair yearly twice.

IV. INTRODUCING THE LIBRARY RULES IN BORROWING AND LENDING

The library is a place where students can learn the value of obedience to rules and regulations. Borrowing and returning is a common scenario in all library circulation counters. Unreturned library materials, damaged books, book reservations, payments or replacement of loss book is a common situation that ought to be observed all throughout the School Year.



LIBRARY PHYSICAL APPEARANCE:

LOCATION

The location of the school library must consider the needs of the approximate number of students in each class and must be made accessible to all students from KG, Primary and Middle School. The building chosen to accommodate the library should be at the centre block and must meet the following.

- Should be in a quiet area, free from any distractions
- Should have a good ventilation
- Should have enough chairs and tables
- Should have a security systems and CCTV Camera

BOOK SELECTION:

The selection of books is a collaborative effort of librarian and teachers. This is being done by continued assistance from Subject coordinators who are knowledgeable in their chosen field. They have an idea of credible authors of the subjects that they are teaching and can recommend titles that are appropriate for the students. Librarian, at this point, balances the recommendations being submitted by the teachers into:

4 main criteria in book selection

- Educational needs
- Information needs
- Inspiration needs
- Recreational needs

TECHNICAL PROCESSING ACCESSION NUMBER:

All books and library material print or non-print must be received and kept in the library. The librarian accession it and encode the unique number into the system.

CATALOGING/ ASSIGNING CLASSIFICATION SYSTEM

Books come in various shapes, formats and sizes. Thus, many school libraries prefer to use DDC (Dewey Decimal Classification System) to classify library materials. For Fiction books, shelving it according to genre and grade levels are more practical. For non-fiction collection DDC is being maintained and the subjects are also written visibly in each shelf.



The librarian assigned “call number” to locate the materials easily. It is found in the upper left side of the book or in the spine.

The call number consists of:

- a.) Class number
- b.) Book Number (or the Accession number)

Date of Review : January 2024

Next Review : January 2025

Dr Prasanna Bhaskar
Principal