

LIBRARY MEDIA CENTRE POLICY			REGENT INTERNATIONAL SCHOOL Inspiring Minds. Building Character.™
Applicable to	<input checked="" type="checkbox"/> Schools <input type="checkbox"/> Nurseries		
Teams / Individuals	<input checked="" type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Administration Staff		
Publishing Channel	<input checked="" type="checkbox"/> Parents' VLE <input checked="" type="checkbox"/> Staff Dashboard <input checked="" type="checkbox"/> Website <input type="checkbox"/> Dept. Micro-site		
Linked Policies			
Linked Documents			
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1.3	Formatting		

RATIONALE

Fortes schools provides access to the Library and Media Centre (LMC) to students & staff who are officially enrolled / employed to enrich the delivery of the school's educational programmes.

The LMC at Fortes Education Schools is a source of information, knowledge, and recreational reading. It is also a place for reference and quiet study. It aims to provide all students with a stimulating learning environment with access to up-to-date resources in a variety of formats that meet the student's academic, social, and creative needs. It caters for students of all grades. The LMC plays a key role in the programmes delivered by teachers. The LMC promotes reading and literature appreciation, exposing students to, and encouraging them to borrow books from a range of literature genres.

The LMCs at each school have over 12,000 titles and a sufficient and growing base of resources and materials to support teaching and enrich our learning programmes for all subjects.

Students in our **EYFS** and **Primary phases** have a special session timetabled each week in the LMC where they will read a story, learn about the LMC and how to check out books. The Librarians endeavour to create an attitude of care and responsibility for books at an early age while fostering the growth of the individual through the development of a love of reading and research.

Students in KS3 of our Secondary phase visit the LMC weekly with their English Teacher. KS4 & KS5 students use the LMC for independent study and research. Students throughout the secondary phase also visit the LMC with their Subject Teachers to carry out research or independent study. The Librarians assist students to develop the

skills they need to access information efficiently and effectively while encouraging them to become independent learners who also exercise social responsibility in their handling of information.

ADHERENCE TO THE VALUES OF THE UAE

The school makes every effort to ensure that all books in the LMC are in keeping with the values of the UAE. Prior to ordering, all responsible academic staff will vet every material to ensure appropriateness. The LMC staff will also vet materials on arrival.

DEFINITIONS

Library & Media Centre “LMC” is a depository built to house physical and e-resources and other materials for lending to students for leisure reading, study, and research. Additionally, the LMC is the location where teacher’s Supplementary Academic Resources are catalogued and stored for use by teachers – physically and on the school’s Library Management System.

Library Management System (LMS): This is the online web-based library management system for physical and e-resource cataloguing, inventory management, borrowing etc., that allows a student or staff member to borrow physical or e-resources from the LMC.

Library Users are the users of the library; these are the teachers, students, and other staff of the school. Users should be in possession of a valid School ID and of fully paid-up status, (i.e. no outstanding dues) before they can borrow any books or resources from the LMC.

The **Library User** must abide by the rules and policies of the LMC upon borrowing. Additionally, each school’s LMC Officers (librarians) have the right to deny students access to the LMC’s suite of services and/or access to textbooks if the student’s loans and dues to the school are outstanding.

LMC Officer (Librarian) is the person who develops procedures for organizing information and provides services that assist and instruct people in the most efficient ways to identify and access any required information or information resources.

User’s ID is the school’s student/staff ID which has an embedded RFID chip. The ID is activated and issued to students who are officially enrolled, and to staff who are currently employed at school. The ID is mandatory to enable a student/staff member the privilege to access and borrow resources from the LMC, subject to overdue loans being settled as applies to unpaid attending students.

TIMINGS

Working Hours:

The library is staffed and open from Monday to Thursday from 7.30am to 4.15pm & Friday from 7.30am to 12.30pm.

Each EYFS and Primary class has a timetabled Weekly Library Session.

KS3 students have a timetabled Weekly Library/English Session.

BORROWABLE RESOURCES AVAILABLE AT THE LMC

Students

- Library books – Fiction / Non- Fiction / Islamic / Arabic Texts / MFL Texts
- Reading books – Banded Readers (EYFS & Primary)
- Textbooks

Teachers

- Library books – Fiction / Non- Fiction / Islamic / Arabic Texts / MFL Texts
- Reading schemes e.g., Collins Big Cats & PM Library (*these are levelled readers*)
- Textbooks, Revision books, Activity books etc.
- Dictionaries / Encyclopaedias / Thesauruses
- Curriculum and CPD resources.

Other Resources

- DVDs / CDs / USBs
- IT Resources & other electronic resources (i.e. Laptops / iPads / Mobile Phones / Wireless Headsets etc.)
These are loaned to teachers to use in their classrooms who are then responsible for returning these resources to the LMC.

BORROWING RULES & PROCEDURES

Borrowing Rules for Teachers / Staff

Library books: Fiction, Non-Fiction & Other Language texts (for Classroom or Topic)

- **Quantity:** As per number of students in class. Up to a maximum of 26 items can be issued per teacher, per loan period.
- **Loan period:** 6 weeks / $\frac{1}{2}$ Term (*Short-Term Loan*)
- **Responsibility:** Class Teacher

Teacher's Reference Item

- **Loan period:** 1 month (*Short-Term Loan*) or duration of Module/Course (*Long-Term Loan*)
- **Responsibility:** Borrowing teacher
- **Renewals:** Must be presented to LMC for renewal.
- **Swapping / lending** to another staff: Faculty members are not permitted to swap / lend to another faculty member. All items must be returned by the borrower and re-issued from the LMC.

Banded Readers: Years FS1 - Year 6

- **Quantity:** Max 26 books (depending on availability) can be issued per loan period to each Class.
- **Loan period:** 1 month (*Short-Term Loan*)
- **Responsibility:** Borrowing teacher
- **Renewals:** None – the teacher must return all guided readers to the LMC at the end of the loan period.
- **Swapping / lending** to another Teacher/Class is not permitted.

IT Equipment: Laptops / iPads / Mobile Phones / Wireless Headsets

- **Loan period:** Laptops and iPads must be returned to the library after the lesson or at the end of the school day.
- **Responsibility:** Borrowing teacher.
- **Swapping / lending** to another Teacher is not permitted.
- **Acquisition & maintenance** of IT equipment remains the responsibility of the IT department.

Borrowing Procedures for Teachers/ Staff

Borrow / Return / Renew resources

- Teachers/staff must have a school RFID card to borrow any school resource.
- Resources may be borrowed using the 'Self-service machine' or at the circulation desk.
- Borrowed resources must be returned or renewed by the **Due Date**. All resources **MUST** be returned to the LMC at the end of the School Year.
- Teachers/staff must check the condition and contents of all Items borrowed from the LMC before leaving the LMC.

Banded readers

- Class Teachers select reading books for students based on their reading level.
- Selected reading books are loaned to the student against their school ID card.
- Class Teachers are encouraged not to borrow books on behalf of students.

Overdue resources

- Overdue books must be returned immediately.
- To renew overdue loans, the resource & School ID must be presented to the librarian at the circulation desk.

Loss or Damage

Staff are expected to maintain effective control over borrowed school resources to ensure minimal damage and/or loss. It is every borrower's '*duty of care*' to look after these borrowed resources.

In case of accidental damage or loss please inform the LMC Officer immediately.

Borrowing Rules for Students

Loan Limits and Loan Periods

Year Group	Loan Limit	Loan Period
EYFS	2 Reading book	7 days
	1 Library book	7 days
Year 1	2 Reading book	14 Days
	1 Library book	14 Days
	1 Arabic / MFL book	14 Days
	1 Islamic book	14 Days
Year 2	2 Reading books	14 days
	1 Library book	14 days
	1 Arabic / MFL book	14 days
	1 Islamic book	14 Days
Year 3	2 Library books	14 days
	1 Arabic / MFL book	14 days
	1 Islamic book	14 Days
	2 Library books	14 days
	2 Arabic / MFL book	14 days
	1 Islamic book	14 days
Year 7-9	3 Library books	14 days
	2 Arabic / MFL book	14 days
	1 Islamic book	14 days
	Textbooks as required	Duration of Module/Course
Year 10-11	4 Library books	14 days
	2 Arabic / MFL book	14 days
	1 Islamic book	14 days
	Textbooks as required	Duration of Module/Course
Year 12-13	5 Library books	14 days
	2 Arabic / MFL book	14 days
	1 Islamic book	14 days
	Textbooks as required	Duration of Module/Course

The **Loan Limit** above is the maximum number of books a student may borrow at any given time. Students may change their books as often as they need to.

The **Loan Period** is the maximum number of days the borrower is allowed to keep a book before the loan becomes due. Loans must be renewed or returned before their '**due date**'. Loans are deemed **overdue** the day after their due date.

Items not loaned to Students:

- Teacher's Reference Items, AV, IT and Electronic Equipment from the LMC.
- Textbooks issued as a classroom set to a teacher.
- Laptops, iPads, Mobile Phones, Wireless Headsets.

Borrowing Procedures for Students

Borrow / Return / Renew resources

- Students must have a school ID card to borrow any school resources.
- Resources may be borrowed using the 'Self-service machine' (Secondary Library) or at the library circulation desk.
- Students must check all Items borrowed from the LMC – **condition and contents** - before leaving the LMC.
- Borrowed resources must be returned or renewed by the **Due Date** at the library circulation desk. All resources **MUST** be returned to the LMC at the end of the school Year.
- To renew resources/books, students should present the item for renewal & their school ID card.
- LMC Officer can loan book(s) to a student only if he/she fulfils the criteria below:
 1. Student has NO outstanding loans or dues at the LMC.
 2. Student has paid all outstanding tuition and other fees due, within the school's grace period defined by the Bursar's Office.

Overdue resources

- Overdue books must be returned immediately.
- To renew overdue loans, the resource/book & School ID must be presented to the librarian at the circulation desk.
- Weekly Overdue Notices will automatically be sent to the parent's email via the LMS, OLIVER V5.

Overdue Notices

The library will send **overdue notices** as a courtesy via the LMS's (OLIVER V5) email system. **Failure to receive a notice does not remove the borrower's obligation to return books on time or pay charges incurred.** The library uses email as the primary delivery method for all library notices. It is the responsibility of the borrower to inform the school of changes to their email address.

Library Notices

- Notices for overdue books will be generated **weekly** via email through the LMS, OLIVER V5.
- Notice of Outstanding Books at the End of Term / Year will be sent out via OLIVER V5.
- Withdrawing student notice & Final notices to parents will be sent via CRM.

Loss and Damage

Students who lose or damage, intentionally or accidentally, any item from the LMC will be required to pay the replacement cost as per the Invoice raised by the LMC for that item, or the student may elect to replace the lost or damaged material with an acceptable new item of the same ISBN. These dues need to be settled within one week of the LMC's issuance of an invoice.

Lost book

When a book/resource, borrowed from the school library, becomes long overdue (28 days or more from 'Due date'), it is considered lost and the borrower is issued a **Lost Item Notice** (through CRM) that includes the replacement cost and, when applicable, a late/overdue fine. Borrowing will be suspended 1 week after the Lost Item Notice has been issued and will resume once dues have been settled.

Damage to book

When a book, borrowed from the school library, is returned in an irreparably damaged condition or a condition that significantly reduces the shelf-life of the book, the borrower will be issued a **Damaged Item Notice** that includes the replacement cost and if applicable, a late/overdue fine. Borrowing will be suspended 1 week after the Damaged Item Notice has been issued and will resume once dues have been settled.

Individuals who wish to purchase a replacement copy (same ISBN) for lost or damaged books should contact **the librarian** to request guidance.

LIBRARY CLEARANCE

Student - Withdrawal or End of Year Clearance

Withdrawing Student: During the school year, the Admissions Offices notifies the relevant LMC via Teams of a Student's intention to withdraw. The Librarian emails the parents via CRM (*Withdrawing Student Library book to be returned notification*) advising them of the books that need to be returned prior to leaving. The Librarian completes the Withdrawal form (excel in Teams) once all books are received.

End of year: Students are required to return all books borrowed through the library at the end of each academic year. The school will only release a student's school report once all borrowed resources are returned.

In addition to the reminders to return books sent via phase communication to parents, the library will also send notices to parents of students whose books remain unreturned.

WEEDING POLICY

Fortes Education Libraries maintain a high standard of library collections, which play a vital role in teaching and learning. The library that supports the school's curriculum will continue to be the centre for information materials that the school needs. To achieve and maintain the standard, the library follows a process to ensure that the collection is relevant to the curriculum; meets the students' current research needs, provides an appealing and up-to-date collection that is actively used by the school community and makes space for newer and better items. Thus, it is necessary that the collections are rigorously evaluated before this process takes place. This document is drafted to make sure all the chosen items for removal are thoroughly assessed. This evaluative process is referred to as "**weeding**".

This process, however, does not include journals, audio-visual materials, and teacher's reference materials.

The Librarians are given the responsibility to pinpoint specific areas of the collections that are for weeding based on professional judgment and knowledge of the collection and curriculum, with the approval of the Senior Leadership Team. The schedule of the weeding will be determined on a yearly basis.

Criteria for Weeding Library Collection

- *Physical Condition* – such as damaged covers / binding, torn or dirty pages, brittle or yellowing pages.
- *Usage* - collections that are not utilized or seldom borrowed are considered for weeding. This will be assessed based on the statistical usage.
- *Publication or Copyright Date* – collections whose publication date is older than five (5) years may be considered for weeding.
- *Relevance to curriculum and student interests* – collections that do not support the current curriculum and students' needs and interests.

Process for Weeding Library Collection

- Before being discarded, the collection will be reviewed by the appropriate librarian based on the criteria above.
- SLT will evaluate the list of collections for weeding that are identified by the librarian.
- The Librarians will remove the weeded materials from the library shelves and the library system.