



POLICY

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Library Policy

For Ta'allum Schools

Reviewed 2016 - 2017

Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Reviewed by	Sheldon Smith		Principal- AJA	27/2/17
Reviewed by	Maha Teema		Principal- AMAG	21/2/17
Reviewed by	Steven Middleton		Principal-AMAB	22/2/17
Reviewed by	Dr. Mohammad Saefan		Education Director	25.2.17
Approved by	Ahmed Al Mannai		CEO	

* Note underlines on page 6.

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes.

A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date
6	Damaged and Lost Book Policy	3 rd paragraph	February 2017
6	Payment Procedure	Point no. 1	

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Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

"Creative learners today, our future leaders tomorrow"

Welcome to Ta'allum Schools Library Policy 2016-2017

We provide healthy environment for studying as well as for teaching. School has different libraries to fulfill students' needs within teachers reach. We have vast collections which helps our students and teachers to flourish their knowledge. Primary Library has Library Policy to maintain smooth functioning of the library. Please go through our policy carefully to know rules and regulations of our Library.

Library Mission:

The Library aims to provide a resource center and a welcoming, inclusive learning environment which is central to the school, actively supporting teaching and learning within the school, recognizing and valuing each individual as a lifelong learner, supporting the development of independent learning skills and fostering a love and enjoyment of reading in all its forms. We are committed to equality of access and aim to offer opportunities for all students to take responsibility for their own learning and recreation, effectively. The Library is for everyone to become independent critical thinkers. This is done by utilizing the library to the fullest, whether it is for checking out materials, working on projects, using the facilities for testing, or for small group instruction.

The Library belongs to everyone!

Aims:

1. To support teaching and learning within the school.
2. To support and encourage, in partnership with teaching staff, the development of independent learning skills, helping students to be critical and creative users of information.
3. To provide a welcoming and supportive, stimulating and structured learning environment which encourages all students to reach their individual potential.
4. To encourage a love and enjoyment of reading in all its forms and to encourage use of the Library by all members of the school community.
5. To create opportunities for students to develop their self-confidence, self-respect and sense of responsibility.

Circulation Policy and Procedure:

General Procedure

1. To ensure the best possible access to resources, the borrowing limit is currently set at four items so that students can use the resources independently for homework, independent research and learning or follow-up tasks.
2. Items may be renewed if they are still required after the due date.
3. The teachers may have a maximum of 100 books checked out.
4. The check-out period is two weeks, at the end of two weeks students and teachers must either return or renew books.
5. Items available may be borrowed including books and magazines.
6. Reference books are not allowed to be borrowed.

7. A list of transaction reports will be delivered to all at the end of every term to inform them about their current status. Please take this list seriously. None of the student can leave the schools without paying for lost book. Please follow library policy rules seriously to make sure your clearance procedure is smooth.

Primary Library

- All Primary students can borrow library books during their library lesson.
- Each class has their own allocated time to visit to the library.
- Children can read library books during this slot and check out other books on their name.
- Each student has a library account.
- Class teacher give readers from the class.
- Each student gets 2 books per week. (One for class/another one from the library)
- Please note Library books are loaned only for one week.
- Following week a reminder will go home about the missing book.
- No student can borrow new book until old book has been returned.
- After two weeks, an invoice will be sent home.
- Please pay replacement charges to the account
- Teachers will keep track of readers who did not return the reader and will inform library to black list that particular student account.
- Parents need to coordinate with teachers for readers.

Secondary Library

- Opening hours 6.45 am – 2.30 pm
- Allowance: 1 Fiction and 1 Non-Fiction for 1 week
- Books will not be issued if there are overdue books for the student.
- Books can be renewed after 1 week
- Lost or damaged books are charged – Cost of the book and a fine of 50 Qatar Riyals
- Must have a permission slip if attending Library without a teacher
- Classes are expected to come to the library through library booking only
- Library booking is restricted to one class at a time.
- Teachers will be supervising students during the breaks
- Library should be used for reading, research and project work, not for Socializing
- Bags must be left at the entrance
- Keep the noise low, whisper only
- No food, drinks, seeds or gum allowed
- No cell phones or gaming devices allowed
- Permission must be obtained before using the computers
- Games, music and social networking sites etc. are forbidden
- Reference books may not be checked out
- Do not resshelf books
- Do not misplace the furniture
- Treat books with respect

Overdue Policy

We do not charge a fine for overdue books. Students with an overdue book or books may not check out additional books until the overdue items are returned. If you notice your child is not bringing home new books, please ask if a book is considered lost or overdue. Sometimes, you send the book back, but it does not make it to the library.

A bill will be sent for lost books, if the items are not returned by the end of each semester. Books may not be kept out over the winter or summer breaks. We attempt to instill a sense of responsibility for the library and its books. This means students are responsible for caring for books, using a bookmark, and renewing and returning books on time, so others may borrow them.

Students who do not return items at the end of year will not get their report card.

Damaged and Lost Book Policy

Most children are responsible and if a book becomes accidentally damaged, we stress the responsibility to report and, if necessary, to replace a book which gets damaged while in a student's care.

If a book becomes damaged beyond use, the student will be billed for the replacement cost. A notice will be sent home with your child to inform you of the replacement cost. Students with damaged/lost book fees may not check out additional books until the fees are paid.

If a student or a teacher has lost or damaged a book from the library he/she is required to pay the cost of the book or replace a copy of the same book if they do not want to make the payment.

Pay a lost or torn book to the accounts office, students should go to a librarian to take a receipt from him/her, and then go to accounts office to pay the cost, and they should return a copy of the receipt to the librarian to be able to delete the book from the library system.

Payment Procedure:

1. Library staff will issue invoice for lost/damaged book. Three reminder goes home for the overdue book. Then invoice will be issued.
2. The student will go to the accounts office with the invoice and pay for it.
3. The student should bring that receipt back to the library to clear his/her account.
4. Once the amount is paid, it cannot be refunded.
5. The student should return their books within a week. If the student needs to keep it for longer time it need to be renewed. After 2 weeks, it has to be returned. Student cannot keep renewing the same books again and again.
6. After one month the students name will be sent to the account for invoice.

Note: Once book cost is paid its non-refundable. At the end of term students with outstanding book cannot collect their report before clearing outstanding books from the library.

Behaviour

- Be Respectful! To Librarian, Others & Materials
- Follow directions the first time

Behaviour

- Be Respectful! To Librarian, Others & Materials
- Follow directions the first time
- Keep hands, feet, objects and negative comments to yourself
- Quiet while librarian is talking or reading
- Use all materials properly
- No eating or gum chewing
- Follow proper check out procedure
- Bring library books
- Proper care of library materials is stressed in all grades. Please help your child designate a safe place at home, like a shelf or drawer, to store library books.

Rewards

Students are rewarded for good behavior with individual praise and additional library privileges.

Consequences

1. Warning
2. Loss of library time/check out privilege
3. Regular classroom discipline