



SHERBORNE QATAR

LIBRARY POLICY

1. General Information

Sherborne Qatar is a family of schools with state-of-the-art teaching and learning spaces. We create an enriching academic environment for our pupils, where they can achieve academically and holistically, preparing and equipping them for life.

The Sherborne Qatar libraries' mission is to ensure that pupils and staff are effective and efficient users and creators of ideas and information. We provide services, information, and technology to support the academic, artistic and recreational needs of the staff, pupils and learning community. We offer a stimulating environment, which encourages a love of reading and learning and promotes literature appreciation and information literacy.

In order to provide a safe and appropriate environment within the library that allows all patrons to use facilities to the fullest extent, we propose the following Library Policy.

There are five libraries in the following locations:

- Senior Library - Mall of Qatar
- Prep Library - Bani Hajer
- Prep Library - Al Rayyan
- Girls' Senior Library - Al Ebb
- Girls' Prep Library - Al Ebb

Note: Staff can borrow books from any of the libraries mentioned above through the inter-school loan facility.

Fiction books are sorted alphabetically by author's surname. Non-fiction books are classified as per Dewey Decimal System. The system categorises all books into different categories represented by numerical figures as below:

000	Generalities	500	Natural Sciences & Mathematics
100	Philosophy & Psychology	600	Technology (Applied Sciences)
200	Religion	700	The Arts
300	Social Sciences	800	Literature
400	Language	900	Geography & History

2. Library Users

EYFS and KS1 pupils can borrow one book for a period of one week, while KS2 pupils can borrow one fiction and one non-fiction. Senior pupils can borrow two books plus a book recommended by their Form Teacher for one week. However, if they wish to exchange their books more frequently, they are welcome to do so. They can visit the library before or after school.

Staff can borrow two books from any of the Sherborne Qatar libraries for a period of two weeks, and teachers can borrow up to 20 books for in-class libraries for a more extended period. However, we encourage you to be mindful of other patrons who may also want to borrow these books. It would be best if the books could be returned to the Library at least every month. Teachers wishing to borrow specific books for curriculum topics should request it at least one day before needed, so the Librarian can search and allocate these books to you. In case it is not available, the Librarian will inform you.

Circulation Policy and Procedure:

- Teaching staff and others can check out books under their account.
- Only teachers are allowed to check out Teachers' Resources.
- Teachers are responsible for class library books and teachers' resource books; any loss or damage to these books will be charged to the teacher. Make sure you return all books by the end of each term.
- Try to observe loan limits to ensure that unwanted books or resources are kept from the classroom for long periods and help avoid loss of school property and rigorous follow-up at the end of the school year.
- Reference books are not allowed to be checked out, and these can only be used in the library for research purposes.

- Pop-up books must also be handled with care by all patrons. Pop-up books will be allowed only in the library as reference books.

3. Overdue Notice

Any book not returned in due time shall be considered overdue. Library users will not be allowed to borrow a new book until all previously borrowed resources have been returned to the library.

Payment terms if lost by Pupils:

- Teachers & Librarians must send a note to the parents and follow up regularly if the book is not returned on time. This is particularly relevant for younger pupils who may be unable to explain the issue of overdue books to their parents.
- It is the teacher's, TA & Librarians responsibility to remind their pupils to return books on time.
- Overdue notices for pupils are given to teachers during library time.
- Pupils with overdue books cannot borrow new books until outstanding books have been returned.

Teachers/Teaching Assistants and other Educators:

- A list of transaction reports will be delivered to all every month to inform their status.
- Make sure you return all books by the end of each term.

4. Lost/Damaged Books

Payment Procedure for Pupils:

1. Pupils should return their books within a week. If they need to keep a book for longer, it will need to be renewed at the library. After two weeks, the book must be returned. Pupils cannot keep renewing loans on the same books repeatedly.
2. After one month of non-compliance, the pupils' names with an overdue book will be sent to Finance.
3. If a pupil loses or damages a book, they will be charged for replacing it.
4. The pupil/parents will go to the account's office for payment.
5. The pupil should bring that receipt back to the library to clear their account.
6. Once the amount is paid, it cannot be refunded.

Payment Procedure for Staff:

1. All staff must pay for lost/damage books from any Sherborne Libraries.
2. Paid lost book fee is non-refundable.

5. Other Library Rules

The following rules must be followed to keep everyone safe while in the library and ensure optimal use of library facilities and resources.

- **No Food or Drink:** Food or drink is not allowed in the library as they can badly damage the books. However, water may be consumed if water bottles are kept and used in the designated areas.
- **Secondary pupils:** No secondary pupils are allowed in the library without their teacher's permission slip or email.
- **Library Monitors:** Library Monitors are only allowed to come during break time & after school.
- **Noise Level in Library:** Be mindful of others in the library and maintain low noise levels.
- **Library Rota:** Library Rota should be followed in secondary for break time.
- **No Bags:** All bags should be kept in the classroom or lockers. Any items left lying around may impose a serious safety hazard, especially in an emergency.
- **No Sport and Sports Equipment:** Playing sports in the library, or any impulsive moves around the Library imposes health and safety risks on all users and are strictly prohibited. Sports equipment of any kind shall be left outside the Library. Pupils should understand the library's purpose, and the staff accompanying pupils should ensure that the correct behaviour is maintained.
- **Curriculum Resources:/Sensitive Material** If a pupil/parent/staff member finds any content in a resource that causes offence/concern, it should be brought to the attention of the Librarian, who will then refer the resource to the Resource Committee. All complaints must be handled promptly and courteously regardless of personal views.
Note: All resources are scanned under the Ministry Guideline. However, some curriculum resources have been kept separately and are to be handled discreetly and only loaned to teachers.
- **Library Slots:** The Library is booked for Library Lessons, as per the timetable. All pupils should come to the Library for their lessons, accompanied by the Teacher or Teaching Assistant.
- **Safety Protocol:** All Library users are expected to be sensible and respectful. Pupils should be reminded that Library time is not a free period in a different venue. Pupils should walk in sensibly, and pupils who are seen running in will be

asked to leave the Library and re-enter walking. Considering the dense layout of the Library furniture, pupils will move around cautiously, avoid staying among the shelves longer than is needed and neither run, push or climb on the shelves. If any help is needed to find or reach a book, pupils shall ask the Librarian for help. Teachers escorting pupils are responsible for supervising their groups and ensuring proper use of Library premises and resources.

- **Don't shelve books back incorrectly:** All books should be handled with care and put back correctly in their allocated places. If the Library user is unsure of how/where to put them, ask the Librarian to leave books in the trolley.
- **Check out Procedure:** All Library users can check out books at the end of the lessons. Make the correct choice for your book, which is as per your interest and reading level. All books will be checked out to the user account. No one can borrow books for their friends or under teachers' accounts. Once the books have been scanned onto one user's account, they cannot be swapped with others.
- **Importance of Barcode:** Library users should understand that every book has a unique barcode number. Pupils shall not fiddle with the barcodes. A missing barcode will cause issues when the book is returned and may still appear as loaned in the user's account.
- **Break Time Rule:** Break time is a privilege to encourage pupils to read. Break time in the Library is quite a busy time; all pupils should strictly obey Library Rules. Pupils who fail to do so will be asked to leave and may be temporarily banned from the library privilege.
- **Library Monitors:** Many pupils show interest in helping around in the Library. Pupils in Year 5 and up are encouraged to apply to become Library Monitors. They will be given training from the Librarian to learn library skills. Once they learn the basics, they will be assigned a duty. End of each term, these monitors will be rewarded with a certificate.
- **Supervision:** No pupils are allowed to stay in the library without proper supervision, and a teacher/ coordinator must supervise any after-school activities.

6 REWARDS

1. Pupils are rewarded for good reading.
2. Pupils are rewarded for good behaviour, punctuality and taking care of books.
3. Library Monitors are awarded with certificates and merits for dedication towards the Library.