

## Library Policy

### PURPOSES:

For all students to leave school as confident, enthusiastic readers, possessing effective retrieval and research skills, and become aware of the values promoted in the School's Mission Statement.

### PROCEDURES:

- 1- The Principal and School Board will provide support to the library through staffing and funding.
- 2- The Library Supervisor has overall responsibility for developing appropriate resources and systems.
- 3- Classroom teachers will provide support through the Library Committee
- 4- Student librarians will carry out tasks supervised by the Library Supervisor.
- 5- The library will support the development of knowledge and skills as outlined in the National & International Curriculum.

### Resources:

Library staff will establish and maintain library systems as recommended by the Ministry of Education.

### Programs:

Under normal circumstances, the library is only time-tabled for limited amounts of time and students' may visit and use the library in accordance with their needs.

### Library Hours:

Library hours and staffing are set each year; currently, however, they range between 7.30 am – 2.30 pm. The lunch hour is supervised by staff. Parents/caregivers and/or children are welcome to come and help in choosing a book to borrow.

### Borrowing books from Library:

If a student, teacher, or any employee wants to borrow any book from the library, he/she must borrow it only for 2 weeks as maximum period of time, and must return it before the recommended deadline or else will receive an overdue note. The Librarian must document the name of the borrower, the title of the book that had been borrowed, and the borrowing date. Any person borrowing a book from the library must keep the book clean and return it as it was.