



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

LIBRARY POLICY

PURPOSE

To provide parents, children and staff information regarding the Doha English Speaking School (DESS) Library and its services.

POLICY

The DESS Library will enable students to become effective users of information and provide an environment that values the individual as a lifelong learner.

DESS is committed to the following in providing library services:

- Promoting reading, the services and resources of the school library to the whole school.
- Developing and sustaining in children the habit and enjoyment of reading and learning, and the use of libraries throughout their lives.
- Offering opportunities for experiences in creating and using information for knowledge, understanding, imagination and enjoyment.
- Providing access to resources and opportunities that expose learners to diverse ideas, experiences and opinion.
- Supporting and enhancing educational goals as outlined in the school's mission and curriculum.

PROCEDURE

The Library Collection:

Non Fiction books are classified according to the abridged Dewey Decimal system for schools and books are stored according to subjects. All resources are spine labelled with the Dewey Decimal number and placed in numerical order on the shelf.

The reference section contains various encyclopedias, dictionaries and atlases which must remain in the library apart from occasional short loans to teachers.

The Collections is sourced through best sellers list, current releases, children and parents suggestions or staff request. There is also a need to periodically replace books which have been damaged through every day wear and tear.

The Collection is maintained regularly. Books that are damaged are recycled by sending them to other non-profit organisations locally.

The Library Program:

Class teachers select books on a regular basis for class displays and book corners. Teachers may request specific books for class displays linked to curriculum planning.

Library use is timetabled with each class visiting once per week. This time is used in various ways by different classes, including:

- independent reading and selection of books to take home
- selecting of books for the class library
- story time
- teaching of library skills such as use of indices, contents, alphabetical order, skimming, scanning, the Dewey Decimal system and the physical orientation of books in the library
- guided reading groups
- reinforcement of the current week's Literacy objectives
- paired reading sessions where Key Stage 2 classes work with Key Stage 1 classes
- individual Learning Support time for children requiring support in English and advice on book selection
- discussion and recommendation of books by pupils

Library skills are taught in a progressive way through the school, with new skills being introduced at the beginning of each year. Research skills are introduced more formally in Key Stage 2.

From FS2, children are taught a respect for, and a love of, books and are made aware of the need to maintain a quiet atmosphere when in the library. They are shown the correct way to handle books and are encouraged to be personally responsible for the books that are loaned to them. They are taught about the different categories of books in the library and the systems and routines for locating books and checking them in and out.

Individual Loans

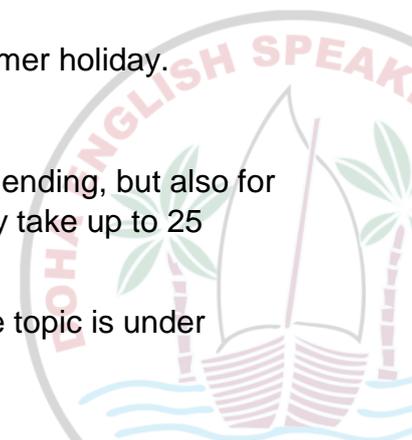
Children are permitted to take 2 books at a time (1 fiction and 1 non-fiction). They are given the opportunity to change their books during their allocated class library sessions and also on a daily basis before school, from 07:10 - 07:30 and during break times. Children are encouraged to exercise independence in selecting their library books and as such, need to come into the library unaccompanied.

All library books must be returned during the week prior to the Summer holiday.

Class Selections and Topic Selections

The Library is utilised by the Class Teachers not only for individual lending, but also for whole class loans. Foundation Stage and Key Stage 1 classes may take up to 25 books on loan at any one time.

Topic book selections may be retained by classes for as long as the topic is under review but should be returned promptly once the topic is complete.



Class library selections are changed every 2 weeks in Foundation Stage and Key Stage 1, in order that popular books may be more widely and regularly disseminated. Due to the more challenging nature of books chosen in Key Stage 2, class book selections are changed every 4 weeks.

Should children wish to take a book from a class or topic selection home, the book should be returned to the library first in order to be re-checked out under the child's name. This is to minimise the number of missing books.

Library Code of Conduct

One of the core objectives for the DESS Library is to prepare children for the sustained use of libraries throughout their lives. This includes instilling in children correct codes of behaviour appropriate to a library whilst recognising that this is within a vibrant primary school environment.

When classes are using the library the class teacher carries overall responsibility for the management of the children's learning and in the first instance, their behaviour.

Teachers ensure classes are lined up and ready to leave the library promptly at the designated finishing time, in order to avoid unnecessary waiting times for classes outside the library. Classes wait outside the library until the previous class has left, in order to avoid unnecessary congestion inside the library. Where there is severe congestion in the foyer both sets of library doors are used i.e. entrance through the corridor set of doors and exit through the garden doors.

Staff must recognise the need to lead by example in maintaining a quiet, well regulated environment in the library as children are expected to quieten their own voices and not treat the library as a play area. Children are encouraged by teachers to maintain an air of calm during their library sessions.

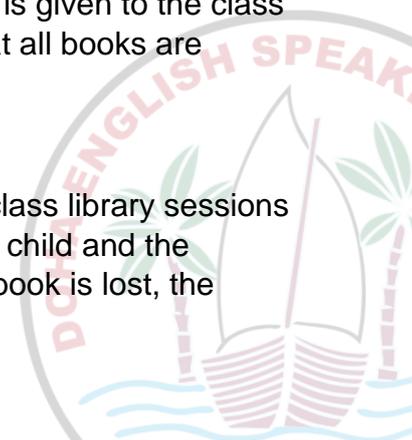
The library staff is jointly responsible, along with class teachers and assistants, for ensuring that children adhere to library codes of conduct.

Record Keeping

An electronic record is kept, by library staff, of books loaned out to pupils. An electronic record is also kept under the teacher's name of books loaned out to classes for class library selections. A printed list of books selected for class libraries is given to the class teacher and it is the responsibility of the class teacher to ensure that all books are returned.

Overdue Books

Children who have failed to return a library book for 2 consecutive class library sessions in a row will be issued with a reminder. It is the responsibility of the child and the parent/guardian to ensure that books are returned promptly. If the book is lost, the parent/guardian must replace the book.



Further books will not be loaned until outstanding items have been returned or a new book has been purchased.

Lost or Damaged Books

Lost or damaged books have an implication on the library budget. A certain level of stock turnover is anticipated and books are replaced. The parent/guardian of the child will be notified in writing of the details of the book that must be replaced.

N.B. Further books cannot be loaned to children whose charges for lost or damaged books have not been paid in full. No exemptions will be made in this regard.

Other Library Services and Programs

In addition to its role as a lending library, the library is used as a tool in all aspects of the school day but with an obvious emphasis towards literacy. The library regularly displays art work, runs external competitions and plays an active role in Book Days.

After school club

The library is open for the exchanging of books on a Sunday from 2.15pm-3.15pm. However, parents must accompany children during this session. In addition to this, the library will be open for parents to use as a study room with their children on Sunday from 2.15pm until 3.15pm. There are no staff present during this time, therefore, parents and children are not permitted to use the books.

Updated: February 2018

Reviewed:

