

LIBRARY POLICY AND PROCEDURES

The purpose of the *policy and procedures document* is to provide a guide to the operation of the QSI Tbilisi library. The document is updated annually.

The mission of our library is to equip students and teachers with needed materials for academic success and provide a secure and fun place for reading and studying.

Our library is housing more than 16,000 titles and is open to the whole QSI community on working days, from 8:15 a.m. – 4:00 p.m.

Patrons are expected to take good care of library materials and return them on a timely manner.

QSI library does not charge fines for overdue materials; however, patrons are requested to return overdue materials on time, in order to carry out further loans.

By the end of the school year, all materials are expected to be back in the library; However, summer book loans are permitted and encouraged.

Book Lost and/or Damage

QSIT Library charges fees to patrons for lost or damaged items. Materials that are missing for more than 90 days are automatically considered as lost.

Lost materials are refundable by 2 times the value of a book + \$1. Payment is done either in Georgian Lari or US dollar at the librarian's desk. Paid library fines are not refundable.

Patrons can replace lost item by purchasing the exact same item on their own and hand over to library.

If book is damaged, but can be repaired, patrons are encouraged to turn it back to the library rather than attempting to repair on their own. If the damaged item is beyond repairable, it is fined according to lost book policy.

Some examples of damage, but not limited to, are pen marks, liquid damage, missing pages...etc.

Loan and circulation policy

Loan period for all library materials is two weeks; however, patrons get additional two-week period if needed.

Reference materials are restricted only for classroom use.

Overdue notices are sent out as printouts and emails notifications to individual patrons. Once they're sent out, patrons are expected to return items on time.

Students are able to extend their book check out limit on short breaks and vacations, however a timely return remains a priority. Teachers can unlimitedly extend their circulation capacity for specific topics and units of study.

In order to check out a Kindle eReader, students and parents are requested to view, sign a [Kindle user agreement form](#), and turn it to the library.

Patrons are able to request the specific titles and promptly get them on device thanks to our simplified Kindle purchase policy.

Circulation Periods

2-week check out periods for – books, audiobook, magazines, kindle, DVD.

Patron Types

(PreK) – 3 items (books and magazines)

(6-10-year-old students) – 5 items (books, magazines, DVDs)

(Middle/Secondary students) – 10 items (books, magazines, DVDs, Kindle)

(Staff member) – 25 items (books, audiobooks, magazines, DVDs, Kindle)

(Parent) – 25 items (books, magazines DVDs)

QSIT Library

Updated: February 2021