

AISD Library

Mission

Our school library is committed to fostering a love of learning, curiosity, and personal growth in all students and community members. Our mission is to provide a safe and welcoming space for students to explore their interests, expand their knowledge, and develop critical thinking skills through access to a diverse collection of print and digital resources. We strive to support the school curriculum by providing instructional resources and promoting literacy, research skills, and digital citizenship. We believe that our library is an essential component of the educational experience, and we are dedicated to empowering students and other members of our community to become lifelong learners who are engaged and informed members of their community.

Borrowing Guidelines

AISD adheres to the tenets of the Library Bill of Rights and does not restrict access to its collection by age or grade. It does, however, strive to provide age-appropriate materials and to place materials within the appropriate collection (Picture Books, General Fiction and Nonfiction, Professional Resources, etc.) and to recommend suitable materials to individual students.

Parents are the ultimate authority on what is or is not appropriate for their child and are encouraged to communicate directly with their child about any limitations they wish to place on his/her reading, and to ask the librarian for recommended alternatives to materials they consider unsuitable for their child.

Circulation Guidelines

- Print materials: 10 print resources may be checked out at any given time for 2 weeks.
- Sora eBooks/AudioBooks: All patrons may check out 3 ebooks at a time from the Sora collection for a period of 3 weeks.

Membership

- All AISD students, parents, faculty and staff are entitled to free library membership.
- Expatriate community members may access the library after purchasing a campus membership from the AISD *Business Office*. A \$200 USD refundable deposit is required to use the libraries. The cost for any lost or damaged materials will be deducted from this deposit.

Replacing lost and damaged materials

- Borrowers are responsible for lost or damaged library materials and are expected to pay for their replacement. (Replacement fees = the cost of the book and cataloging/processing)
- A full refund will be made if the undamaged book is found and returned at a later date.

Gifts And Donations

The library happily accepts gifts of books and other library items in good condition with the knowledge that they may not necessarily be added to the collection. All donated items become the property of the library, which also retains the right to donate items to charities or educational institutions that aren't added to the collection.

Collection Development Guidelines

The school librarian's role in reading development includes selecting reading materials and resources in a wide variety of formats that reflect diverse and inclusive points of view and contribute to each learner's ability to read for informational needs and for personal enjoyment.

General criteria for selection include the following:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students and community for whom the materials are selected
- Selected with consideration from students, teachers and the community to ensure a diverse range of perspectives
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Balance cost with need

Deselection Procedures

Materials that no longer meet the stated purposes of the AISD libraries will be systematically withdrawn according to the accepted professional practices described in the publications *CREW: A Weeding Manual for Modern Libraries*. Therefore, on a regular basis, the library staff will remove materials that have misleading or outdated information, that have poor appearance, that have been superseded by newer editions and recent research, that are trivial in their relationship to the school's curriculum or have not circulated for five to seven years. The intent of weeding is to maintain a collection that is appealing, current, and satisfies an overwhelming proportion of the students' needs. Disposal of withdrawn library materials will be at the discretion of the librarian.

Students' Rights:

1. Students have the right to read books that reflect a variety of viewpoints and experiences.
2. Students have the right to express their opinions on books and participate in the reconsideration process.
3. Students have the right to access books in the collection without fear of censorship or discrimination.

By following these guidelines, our school can create a reconsidered book policy that upholds the principles of intellectual freedom and promotes literacy and critical thinking skills. We believe that our community deserves access to a diverse range of books that reflect a variety of viewpoints and experiences.