



Casablanca American School

CASABLANCA AMERICAN SCHOOL

**LS LIBRARY
HANDBOOK**



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Introduction

CAS libraries are inviting, inclusive centers of inquiry and reading for work or pleasure. Resources for class work, teacher professional needs, and leisure activities are accessible in various formats, including print, subscription databases, and online encyclopedias. We aim to develop lifelong readers and students who are competent users of information. This is achieved through collaborating with base teachers to incorporate informative literacy skills across the subject areas purposefully. During the library time, students practice ethical and responsible information fluency skills related to the use of virtual and physical library resources.

The Lower School Library supports Grades K–5 in developing strong reading habits, research skills, and independent learning. With nearly 26,000 print and digital resources, including English, French, and Arabic, the library encourages inquiry, differentiation, and exposure to diverse viewpoints.

Mission and vision

The overall mission of the CAS LS Library is to support the CAS academic mission to provide a challenging and innovative international program within a nurturing environment, motivating and inspiring every student to achieve academic and personal excellence.

The vision of the CAS LS Library is to provide physical and virtual spaces, central to the mission of the school, where our shared core values of active learning and responsible citizenship are modeled, encouraged, and enhanced.

The Lower School Library strives to:

- Provide the widest possible range of timely curricular and recreational materials in appropriate formats to all members of the CAS academic community.
- Ensure that students learn and practice information fluency skills related to the use of these resources.
- Inspire critical appreciation of information and literature.
- Encourage the ethical and responsible use of physical and virtual environments.
- Cultivate a vibrant reading culture that celebrates diverse voices and encourages students to pursue reading for personal growth and enjoyment beyond the classroom.
- Curate a collection that reflects a wide range of cultures, identities, and viewpoints, helping students see themselves in stories while developing empathy for others.
- Act as a laboratory for curiosity where students are empowered to ask complex questions, explore personal interests, and engage in self-directed research.
- Integrate emerging digital tools and media literacy to ensure students are as proficient with a database or an e-book as they are with a physical novel.
- Provide a flexible, inclusive environment that encourages students to work together, share ideas, and co-create knowledge in both physical and digital spaces.
- Work synchronously with classroom teachers to design resource-rich units that align library skills with grade-level learning targets.
- Protect the right of every student to seek and receive information from a variety of viewpoints without fear or restriction.



Objectives

- to cultivate a love of literature in a variety of formats
- to provide effective access to resources that facilitate student learning
- to support the needs of the CAS community

Conduct

Patrons consent to abide by the terms of the CAS Library Policy by using the library space and any of its resources, including textbooks.

Patrons need to be respectful of each other, the space, and the library resources and behave in a manner that does not disrupt others. Students, faculty, and parents are free to use the library as a collaborative space, which includes open conversation at a reasonable volume. Headphones need to be used with all electronic devices. Food and running is not permitted in the libraries and patrons should keep the space tidy.

Patrons not complying with these guidelines might have their library usage limited and/or may be asked to leave the library. If a behavioral situation escalates, the matter will be reported to the appropriate instructors and/or divisional administration.

Copyright and Acceptable Use

Usage of library resources must conform to current versions of local copyright law, including printed text, electronic resources, and audio-visual resources.

Intellectual Freedom

The CAS Libraries respect the American Library Association Library Bill of Rights, which states that a library exists to support the interests, information, and enlightenment of the community. CAS provides resources that present diverse views to represent all facets of our community.

Computer Use

Computers are available for student use throughout the day. Computers are intended for educational purposes during school hours. Accessing or viewing inappropriate sites or electronic resources will result in disciplinary action, including restriction of library use privileges or dismissal from the library. All CAS students are expected to comply with the CAS Internet Acceptable Use Policy.



Circulation

AllCAS community members are entered into our library system. Students, faculty, staff, and parents may check out items from the CAS Library System. Resources can only be checked out under a patrons own account, this includes parents and staff.

Library Use & Circulation

Book checkout is based on responsible use, including timely returns and proper book care. Loan limits increase by grade level, with clear guidelines for overdue or damaged materials.

Resource Selection

Library materials are carefully selected to support the curriculum, promote reading engagement, reflect diverse perspectives, and encourage student choice and inquiry.

"The LS Library enhances student achievement by promoting academic growth, independent learning, critical thinking, a passion for reading, and advanced research skills, shaping students into informed and responsible citizens. Our collection of 26,899 diverse, high-quality print and digital materials supports inquiry, differentiation, and exposure to multiple viewpoints."

Checkout and Circulation Policy :

The number of books a student can check out is based on responsibility; stricter rules for late/unsafe book handling

Responsible

- Books are returned on time
- Books are kept in a backpack or a safe place at home
- Books are returned with clean, flat pages

Circulation Policy

Grade	Books	Checkout Period
PF	1	1 week
1st	1	1 week
2nd	2	1 week
3rd	3	1 week
4th	3	1 week
5th	3	1 week
Parents	7	2 weeks
Staff	unlimited	3 months



Overdue resources

The Library does not charge fees for late resources; however, if there is an overdue resource, the patron can take only one book at a time until the late item is returned.

Upon report card time at the end of each trimester, patrons with overdue books will be contacted about the missing item(s). If the item(s) is still overdue and not returned, it will be considered lost and the patron will be charged appropriately for the cost of the item.

Library procedure for notifying patrons of overdue resources:

1. Emails sent out at the end of each 2 weeks to the patron's on-file email address, outlining The overdue resources that must be returned
2. Overdue Notices are printed from the Library System to be sent to the lower grades' home (PF-2nd)
3. A second email will be sent one week later if the resource is still overdue.
4. Consecutive reminder emails will be sent weekly to both the patron and parents .

Lost and Damaged resources

The CAS Library system charges fines for lost and damaged items. If any item is returned damaged beyond repair, this includes stained or water-damaged resources,

the patron is responsible for the replacement cost of that item. If a lost item is located and returned to the library, the fee paid for that item will be refunded.

A patron can replace lost or damaged library resources with a newly purchased item of the same format, title, and ISBN. I.e. a book must replace a book, an audiobook cannot replace a physical book.

Patrons can only pay for lost/damaged textbooks, they cannot buy replacement copies. Teachers and staff members will assume financial responsibility for fines associated with lost or damaged books if they pertain to more than one library resource or are unique, specialty resources.

Library procedure for notifying patrons of outstanding fines:

1. Send weekly emails to the patron automatically once a fine is placed on the library account.
2. Email a first notice directly to the patron once the fine has been on the account for one month indicating the resource needs to be paid for or replaced according to library procedure.
3. Email a second notice, at least one week after the first notice. For students, the second notice will be sent to you and your parents.
4. Email the third notice, at least one week after the second notice, to students and parents indicating that the fine will be communicated to the Business Office and charged to the family account.

All students and community members are financially responsible for fines incurred for lost and damaged books; no exceptions. Library books/resources::200 MAD



At the end of each school year, items lost or overdue will be sent to the Business Office to collect payment. Payments will be due prior to the issuance of report cards. This allows the library to replace these books and put them back into circulation for classes and students to use. The library ensures all students have equitable access to the library resources.

Holds and Renewals

Holds and renewals are available to students and CAS staff based on the previously stated loan policies. Hold requests are valid for up to one month before cancellation. All holds are canceled at the end of the school year. Once a hold is available, the item is saved for patron pick up for one week. Two renewals are allowed unless there is a hold on the resource.

All renewals must be performed with the actual item that needs to be renewed. We do not renew resources that we cannot scan, to ensure the patron is still in possession of the item and to check quality.

Collection Development

Libraries have diverse collections with resources from many points of view, and a library's mission is to provide equitable access for all users. Library collections should enhance and support the academic and recreational needs of the school community. The Library collection should be balanced and representative of the reading community at CAS, as well as of the current curricula taught at the school. It should support learning and teaching while inspiring and nurturing a lifelong love of reading.

Selection

The responsibility for coordinating and recommending the selection and purchase of library resources rests with the librarians with cooperation from the CAS community. The librarians will use reputable and professionally recognized reviewing periodicals, standard catalogs, and other selection aids to guide in resources selection. Each item is selected individually for the collection.

Priorities for Selection:

- **Relevance to the curriculum:** The library thoughtfully chooses books that align with the school's curriculum, educational goals, mission, and vision.
- **Diversity and inclusivity:** The library aims to provide a diverse range of perspectives, experiences, and voices to support an inclusive learning environment.



- Age-appropriateness: The library considers the maturity level of students when selecting books, and ensures that the resource is appropriate for the intended audience.

Criteria for selection:

- Support and enrich the curriculum
- Encourage an appreciation for literature and a love of reading
- Facilitate inquiry and student-centered learning
- Meet diverse learning needs, including high-interest and complex subjects across reading levels and formats
- Support differentiated instruction and all learning styles (including auditory and visual)
- Broaden viewpoints and interests
- Support student choice in learning
- Inspire interest in learning, reading, and potential career paths
- Express multiple and opposing viewpoints on controversial subjects
- Reflect a wide variety of personal interests
- Be of high quality in artistry, accuracy, clarity, authenticity, educational value, and currency
- Demonstrate high technical and physical quality
- Form a balanced collection across viewpoints, subjects, formats, and interests
- Support students' ability to make informed, independent decisions

Items in the library are not meant to condone, promote, or encourage any ideas that are presented in the resources.

Each family has the right to determine which library resources are acceptable for its children and must accord the same right to other parents. Please take time to discuss the types of books you want your child to be reading while also discussing any topics you do not want your child reading about.

Notes can be attached to student accounts in the library management system to store notes from parents. If there is a particular genre or type of book that parents/guardians do not wish their student to read, the library will add a note to that account stating that they cannot checkout this type of book. Library staff can read these alerts for individual students and guide them away from book choices that might be objectionable at home, while also honoring any special requests for content monitoring. This note will show every time the student checks out a book and the library staff can ensure that the student has a book that is acceptable for them.

Gifts and Donations

Gifts and donations may be considered by the CAS Library. All items are judged by the selection criteria listed above. Gifts and donations are accepted or rejected based on the criteria and the discretion of the librarians.



New Resource Suggestions

Individuals may provide suggestions for new resources to be added to the collection. All requested resources must meet collection development standards. The inclusion of suggested resources is subject to the discretion of the librarians.

Weeding

Weeding ensures that the library collection contains resources that are attractive, accurate, current, and relevant to the school's curricular and recreational programs. Moreover, weeding facilitates access to quality resources as shelf space is limited. resources are retained or withdrawn with the same care with which they are added. Items are removed from the collection when they no longer meet the needs of the school and the library.

Criteria for weeding:

- Inaccurate, biased, or false information
- Outdated or superseded
- Multiple or unnecessary copies
- Not circulating or lack of student interest
 - no check-outs within last 5 years is a standard timeframe unless the item has special merit
- Poor condition
 - worn out, dirty, yellowed, missing pages
- No longer relevant to the curriculum
- Damaged books
 - moldy, rotten, sun damage, etc

Once weeded, any resources in good condition will be given to the CAS community, through the book swap cart, classrooms, giveaway tables, or through community projects that support organizations. Resources no longer relevant to the collection or curriculum, through age or bias, may be available to individual community members. Any items in poor condition will be recycled.

Resource Challenges and Resource Evaluations

The CAS Library system practices a selection process that evaluates the value and appropriateness of resources prior to acquisition to the collection. Persons involved in the selection process are experienced professionals in the field of Library Information Science and are supported by the school administration.



Topics that Require Careful Consideration in Our Collection

Our collection is intended to be inclusive and appropriate for all students. However, there are certain topics that require careful consideration before including them in our collection.

These topics include:

- Any references to LGBTQ+ individuals and symbols associated with the LGBTQ+ community should be avoided as they are illegal in the Kingdom of Morocco and other countries in the region. Care should be taken not to include any resource that may infringe on local laws.
- Bias, prejudice, and discrimination- Our collection should not promote any particular culture or religion as being superior or inferior to others. When selecting resources, it is critical to be mindful of the political climate and sensitivities of the area.
- Mature content. Our collection should not contain resources that depict or suggest mature/adult themes, images, or written content. The exception is the inclusion of anatomical illustrations that are developmentally appropriate and supportive of the curriculum.

If there is any uncertainty about the appropriateness of a text, please consult the Librarian.