

LIBRARY POLICY AND PROCEDURES

The purpose of the *policy and procedures document* is to provide guidance to the operation of the QSI Tbilisi Library and is updated annually. The mission of our library is to equip students and teachers with materials needed for academic success and provide a secure and friendly environment for leisure reading and studying. Library users are expected to take good care of materials and return them in a timely manner. We do not charge fines for overdue materials; however, students must return them to carry out further loans.

By the end of the school year, all students must return borrowed materials to the library. Middle and secondary school students are allowed to check out books for summer.

Loan and circulation policy

The standard loan period for library books is two weeks; however, patrons can get an additional two-week extension upon request. Students can extend their checkout limit on breaks and vacations; however, a timely return remains a priority.

- Textbooks are checked out for the whole school year.
- Faculty members can extend their circulation capacity for specific topics and units of study.
- Reference materials, such as dictionaries and atlases, are for classroom use only.
- We send out overdue notices both by email and printouts. Once they're sent out, patrons are expected to return overdue items on time.

Lost and/or damage

QSI Tbilisi Library charges fees to patrons for lost or damaged items. Checked-out materials that have been missing for more than 90 days are automatically considered lost.

- Lost library books and textbooks are refundable at 2 times the value of a book + \$1. Paid fines are not refundable.
- Patrons can replace lost items by purchasing the exact same copy on their own and donating them to the library.
- Books that are irreparably damaged are deemed lost and subject to fees. Some examples of damage, but not limited to, are pen marks, liquid damage, and missing pages.
- If a book is damaged but can be repaired, patrons are requested to return it to the library rather than attempting to repair it on their own.