



## Library Policy

### Behaviour Policy

**A.** Patrons are encouraged to act in good faith by caring for materials and using them properly and by treating the library staff, patrons, and facilities with respect.

**B.** Rules

1. Respect for staff and fellow library patrons is expected.
2. Sealable containers of water may be used in the library; other food and drink are not permissible.
3. Gaming or streaming video is permitted, if permission has been given by a member of the library team, during non-instructional times if it is not disruptive or inappropriate.
4. Backpacks, large bags, and purses are to be left in a designated area of the library.

**C.** Consequences – Violation of rules may result in a student being asked to leave the library or in the loss of library privileges.

### Circulation Policy

The Library has developed the following guidelines and procedures to ensure open and equitable access to materials.

**A.** The Library allows students to borrow books for seven days, with up to two renewals. The number of books students are able to check out at a time varies by year group. Students are encouraged to come to the library frequently, not just on library class days.

- FS1 & FS2 :1 book per week, with no late materials.
- KS 1: 1-4 books, with no late materials with librarian's approval when loaning more than one book.
- KS2: 1-4 books, with no late materials with librarian's approval when loaning more than one book.

**B.** Students and staff may borrow materials from the school library. The collections may be reviewed via the online library index. In an effort to promote a culture of literacy among all school stakeholders, parents and staff members (including maintenance and security staff) are encouraged to take advantage of library services.

**C.** Renewal of Materials may be renewed before their due date through a member of the library staff.

**D.** Overdue Materials





Please return materials promptly to ensure that others have access to them. Overdue notices will either be sent electronically or printed out according to students' classes and delivered to their class teacher (primary) or form teacher (secondary) or directly to the parent via email. Patrons may determine what materials they have checked out by enquiring with a member of the library staff. Patrons with overdue materials may not check out other materials until overdues are returned. Some exceptions to this policy may be made at the discretion of a library staff member. Students with overdue materials will have their report cards held until all materials are returned or a replacement fee paid.

#### E. Lost and Damaged Materials

1. Lost materials: Patrons who have lost materials will be asked to pay for them. The amount is as follows: fiction books are 60AED plus VAT, non-fiction books are the original cost + VAT
2. Damaged Materials: The patron will be billed for the cost of replacement of any damaged materials. If a student notices damage in any library item at the time of checkout, it is his/her responsibility to bring it to the attention of a library staff member who will make a note in the item. Any damage that cannot be repaired will result in the patron being charged the full replacement cost of the book; the damaged book is then discarded.

#### F. Unresolved Library Fines and Charges

1. Student Charges: Any unresolved student library charges at the end of the year will be transferred to the administrative offices. Report cards and/or school records will not be given until the charges are resolved.
2. Teacher Charges: Charges will be made for lost or damaged materials checked out for personal use. Teachers' charges must be resolved before the end of the year sign-out procedure.

#### G. Restriction of Library Privileges

The Library reserves the right to restrict or suspend library privileges according to the judgment of the librarian. Such action might be taken as a result of repeated instances of losing or damaging materials, chronically disregarding library rules and policies, causing damage to the library or other extreme cases.

#### H. Confidentiality of Library Records

In accordance with Code of Professional Ethics for Librarians 42.2.3, the library staff will only access confidential patron records for legitimate library business; further, library staff will not share this information with anyone other than the patron without the patron's express permission. A notable exception to this rule is student information on overdues, lost and damaged materials which may be provided to administration or parents.





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#### I. Checkout procedure

All items are checked out at the circulation desk. Staff can enquire with library staff for certain items, who can search the online index.

#### J. Returns

Library materials are to be returned to the circulation desk

### Weeding Policy

**A. Definition and Purpose:** Weeding is the process of maintaining the condition and integrity of a library collection's holdings. Books are to be weeded on the basis of their physical condition, the accuracy of their content, and the age of the content as determined by the item's publication and copyright dates. The priorities guiding the maintenance of the collection are to support the curriculum and the personal interests of patrons.

1. Physical condition – Patrons may be reluctant to check out books that are tattered, damaged, or unattractive. If a book's content is still accurate and up-to-date, but the book is in poor physical condition, it will be repaired if possible and replaced if the cost of repairing it, is comparable to the price of a replacement copy.
2. Accuracy of content – Portions of the collection become dated as developments in technology, politics, etc. occur. The library staff will continually strive to maintain an up-to-date collection. As material becomes outdated, it will be removed from the shelves and replaced with newer, accurate material. As developments occur within an area, dated - yet still accurate - material will be replaced with current material. Age of the content – events such as the dissolution of the Soviet Union or technological developments such as the World Wide Web dictate the rate at which certain portions of the collection become obsolete. Nevertheless, there are certain general guidelines offered that suggest how long books in certain categories should remain in a collection. The library holdings are not intended to be an archival collection. In some cases, older materials may be retained for the historical insights provided.

**B. Responsibility:** Weeding will be performed by library personnel.

**C. Time Frame:** Weeding in all sections of the library will be an ongoing process.

**D. Areas to be Weeded:** Every section of the collection will undergo weeding. Library personnel will maintain a record of which sections of the collection have been weeded. Records of the number of materials weeded are accessible to librarians through the online library index. The librarians will determine what weeded materials will be replaced. Titles of materials to be replaced will be added to the current acquisition list.



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**E. Procedure:** After identifying the section of the collection to be weeded, the library personnel will refer to the latest collection analysis and consult a list of aged titles from that section, including the copyright information. After reviewing the section for books in poor physical condition and checking the section for outdated or incorrect information, identified books will be removed from the shelf and reviewed by the librarian. Librarians are responsible for deleting weeded materials from the system and deciding which titles should be repaired or replaced. A record will be maintained to record the progress of the weeding efforts in order to ensure that the entire collection gets systematic attention.

### **Inventory Policy**

#### **When to complete an Inventory?**

- a. Inventory can be conducted at any time, even while books are circulating. Books that are checked out checked out/checked in while Inventory is in progress are “accounted for” and will not be marked ‘Lost’. If Inventory is “chunked” into sections, it can be done throughout the school year. Full inventory will be carried out during the final week of the academic year.
- b. School libraries should be closed to students/staff for the purpose of conducting a whole collection inventory.

#### **Who can participate in the Inventory process?**

- a. LMS – only the LMS can start an Inventory and finalise an Inventory.
- b. The Library staff – should have Library Staff permissions allowing them to scan copies into an Inventory started by the LMS.
- c. Al Shirawi store keeper/Assistant store keeper – must be logged into Destiny Inventory by the LMS in order to scan copies into a started Inventory.

“Chunking” Inventories by Call Number Prefix/Dewey Ranges (un-genrefied sections) or by sublocation (genrefied sections)

- For un-genrefied sections: “chunk” the process into separate Inventories by Call Number prefixes/Dewey ranges
- For Genrefied sections: “Chunk” by Sublocations which have been assigned in Destiny Copy Records

#### **Finalizing a Completed Inventory**

- a. All the “unaccounted for” books will be marked as lost.
- b. Any long-term (more than 12 months) lost record and seriously damaged book will be moved to the “Replacement” category.





c. Once a damaged and lost title has been identified to be replaced, it is put into the Replacement category. The books are then worked on by LMS. The record in the catalogue is printed for the title. A search is done for a new copy (locally or internationally). Once a suitable copy is found, a Purchase Order is created and given to the account to make a credit card order. The damaged book is then placed on the Damaged Book Shelf, to wait for the new copy to arrive.

d. Once the new copy has arrived, it is paired with the old copy and sent to circulation to check for fines. Once circulation is done, the books are routed to cataloging for deleting and replacing the barcode. The old copy is discarded and the new copy is put on the shelf.

## Collection Development and Materials Selection Policy

A. Statement of Policy -The policy of the Library is to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal, and different points of view to meet the needs of students and teachers.

### B. Objectives of Selection

1. For the purposes of this statement of policy, the term “learning resources” will refer to any material with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include, but are not limited to; textbooks, other books, supplementary reading and informational materials, games, globes, kits, maps, motion pictures, periodicals, pictures, sound recordings, DVDs, subscription electronic databases, and software. The Internet content on the World Wide Web does not fall under this policy. Because the library has no control over its content and Internet use falls under the agreement between the student user and the school, it is recommended that each user be familiar with the school’s Digital Literacy Policy.
2. The primary objective of learning resources is to support, enrich, and help implement the educational program of the school, through the interaction of professional personnel and other members of the school community. It is the duty of professional staff to provide students with a wide range of materials of varying levels of difficulty, with diversity of appeal, and the presentation of different points of view.
3. To this end, it is the responsibility of its professional staff:
  - To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served;
  - To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards, complex reasoning skills, and habits of mind;
  - To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop with guidance the practice of critical analysis and to make informed judgments in their daily lives;





- To provide materials representative of the many religious, ethnic, and cultural groups that contribute to national heritage and the world community;
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

#### C. Responsibility for Selection of Learning Resources

1. The professional librarians are responsible for the selection of learning resources.
2. The selection of learning resources involves many people (administrators, teachers, students, community members), however, the responsibility for coordinating the selection of school learning resources and making the decisions for purchase rests with the librarians.

#### D. Criteria for Selection of Learning Resources

1. The following selection criteria will be used as applicable:
  1. Learning resources shall support and be consistent with the general educational goals, and the aims and objectives of the curriculum, specific courses and Year groups.
  2. Learning resources shall be chosen to enrich and support the curriculum and the personal needs of users.
  3. Learning resources shall meet high standards of quality in:
    - artistic quality and/or literary style
    - educational significance
    - favourable reviews and/or recommendations
    - factual content
    - physical format
    - presentation
    - readability
    - technical quality
  4. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
  5. Learning resources shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.
  6. Learning resources shall provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.
2. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views. Learning resources shall clarify historical and contemporary forces by presenting and analysing inter-group tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.







#### E. Procedures for Selection of Learning Resources

1. In selecting learning resources, professional personnel will evaluate the available resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources. Among the sources to be consulted are:
  1. Bibliographies (latest edition available)
  2. Current reviewing media such as:
    - Booklist
    - School Library Journal
    - Library Media Connection
    - Annual "best lists" from English Journal, Science Scope, Science Teacher, Social Education, etc.
2. Recommendations for purchase involve librarians, administrators, teachers, students, and community persons, as appropriate.
3. Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. See, III. Weeding Policy.

#### F. Donated Materials

Gift materials shall be judged by the criteria outlined in the library selection policy and shall be accepted or rejected by those criteria. Acceptance of donated materials does not imply that the materials will become part of the library collection. Donated items may be given to a teacher for classroom use or to individual students, to another institution, recycled or discarded.

### Reconsideration of Challenged Materials

A. In the event library materials are questioned, the principles of intellectual freedom shall be defended. The ultimate decision for the choice of materials of an individual student rests with the parent or legal guardian.

B. Challenges to Library Materials - Despite the quality of the selection process, occasional objections to library materials may be made. No materials shall be removed from the library pending a decision. The procedure concerning challenged materials is outlined below:

1. All complaints to staff members or administrators shall be reported to the librarians, whether received by telephone, letter, or personal conversation.
2. The librarian shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the library philosophies, including the materials selection, criteria, and process.
3. If the complaint is not resolved informally, the complainant will be given a Request for Reconsideration of the School Library Materials form to complete. If the complainant does not return the form within two weeks of receipt, the objection will be considered resolved.





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4. Upon receipt of a complete Request for Reconsideration of School Library Materials form, a committee will be formed to consider the complaint. The committee will consist of the librarian(s), year group leader, and other staff members as deemed appropriate.
5. The committee will meet to discuss the challenge. Using the principles of the Materials Selection Policy and professionally recognised review sources, the committee shall make a recommendation concerning the materials. The principal will be advised of the recommendation and the complainant notified of the decision.
6. Further guidance is available to the committee considering a challenge to library materials in "Challenged Materials: an Interpretation of the Library Bill of Rights" at [www.ala.org](http://www.ala.org)

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