

SCHOOL LIBRARY POLICY

"A child who reads will be an adult who thinks"

1. Aims:

At Edison International Academy, we recognise the importance of fostering a love for reading within our pupils so that they can become well-informed and well-rounded individuals.

Hence, the School Library should be a place where reading is promoted and where children are encouraged to come to on a regular basis.

2. Library provision:

Edison International Academy, Muaither, currently has two rooms designated as libraries. One houses books for the school's younger learners (Early Years up to Year 2), the second one, caters for reading materials for students from Year 3 upwards.

The school continuously works on improving the variety of reading materials for our pupils.

3. Staffing:

The school librarian takes care of the maintenance of both libraries and performs the following duties (amongst others):

- Recording new book arrivals on the library module of the School Management System Mograsy
- Structuring the borrowing/return system, which is currently being moved from a manual system to the 'Transaction' feature of the School Management System

4. Use and access:

Opening times: the library is staffed and open every day from 07:00am – 12:00 noon

Library times for all year groups and classes are timetabled, and children can also visit the library during break time to exchange their reading books.

5. Library Rules:

a. Book allowances: All children may borrow one book at a time and keep the book for one week.

b. Overdue procedures: The library assistant will issue reminder slips to a child if the book is one or two weeks overdue, asking parents for their assistance in locating and returning the book. When a month has passed, a letter requesting a 'Lost Book Fee' will be sent home via the class teacher.

"Empower students to learn for life and strive for excellence so that they can contribute positively to the global society"

c. Damaged items: At the discretion of the library assistant, and if a book is not repairable, a letter outlining the replacement fee will be charged to parents. It is however understood that some damage will occasionally occur .

d. Fees for lost/damaged books: the school reserves the right to charge parents QAR 50 if a book borrowed by their child is either lost or damaged beyond repair.