

Library policy and procedures

2015/2016

- 1- The library is a quiet place for students to study, read or research. Strict order and silence shall be maintained in the library. Food and drinks are not allowed.
- 2- Each class visits the library once a week, check out one book which will be due the next library class time.
- 3- KG classes take their library session in their classroom and do not borrow books. Homeroom teacher or her assistant should attend the library class along with the librarian.
- 4- Students leave their bags, lunch boxes, and bottles outside the library.
- 5- In order for a student to check out another book, the first book **MUST** be returned. Otherwise, the student will not be able to check out another book until it is returned.
- 6- If there is a holiday on your library day, books will be returned the following library session.
- 7- Library staff has the right to refer any student who causes disturbances to the office.
- 8- Classes have to be accompanied by their teacher, make sure you come on time and leave on time.
- 9- If you want to cancel your library class, please inform us.
- 10- All books must be put in a plastic file or zip folder with the student's name written on it to avoid damage.
- 11- Checking out books for home use:-
 - a-** Each student will be allowed one book at a time for a period of one week, during the library class.
 - b-** Staff members are allowed a maximum of 5 books at a time for a maximum period of one week.
 - c-** Reference books, current periodicals and D.V.D.s are not to be checked out. It can be used only in the library.
 - d-** Library books must be returned to the library by the due date, if a student wishes to extend the borrowing period the registration should be renewed by bringing the book to the library to check it again.
 - e-** Students may renew the book twice (for 2 weeks).

f- Student fails to return the library book on time, the librarian will send an overdue note to the concerned student through the class teacher. Students will not be allowed to borrow another book until the next library session. They will also have to pay a fine of **5L.E** to the library.

g- Staff member fails to return the library book on time, the librarian will send an overdue note through the school office.

h- All books must be received in good condition. Any damage or loss of the book, a fine will be paid or replace it.

Fines are assessed for damages as follows:

- ❖ Torn Pages: 10 LE. Per page.
- ❖ Spine label damaged or missing, Barcode damaged or missing, call number damaged: 20 LE. Per Label.
- ❖ Food or sticky substances if limited to outside cover and removable: 20 LE. Per Page.

Some damages are not repairable, and the cost of the book will be fined.

Payment Procedure: Payment for late, lost or damaged books should be paid to the library.

Library blog:

www.librarygpschool.wordpress.com

Library website:

<https://gpschool.follettdestiny.com>

You can access the library collection and online databases with single search functionality via the internet anytime, anywhere.

-WebPath Express:

Delivers a credible, grade appropriate search tool for the students and teachers.

-Follett Shelf

Which is an **eBook** platform that will allow students and teachers to read and check out eBooks using a user name and password.

-Destiny Quest® mobile app: Students can search and utilize library resources anytime, anywhere from any device.

Library Rules

2015/2016

- 1- Walk quietly.
- 2- Use a quiet voice so that you do not disturb others in the library.
- 3- Make sure you finish your food and drink outside.
- 4- Leave your bag outside.
- 5- Respect teachers, staff members and other students.
- 6- Treat books and other materials with care.
- 7- Return books on time.
- 8- Do not re-shelve books.
- 9- Computers are available for students to use for research, and to print (Documents 2LE. pictures 3LE.). Inappropriate use will result in the loss of computer privilege.
- 10- Do not use class time to check your personal e-mail or play games during school hours; computers are for academic purposes ONLY, if so you will be asked to leave the library.
- 11- Clean up and return your chairs back to place.
- 12- It is strictly forbidden, to mark, underline or write in library books and liable to penalizing if the librarian detects any such damage to the library books.
- 13- I pods and cell phones are not allowed.
- 14- Eating and drinking are not allowed.

Thank you for your co-operation.

Lana khoury

Senior Librarian