

Policy No.: TIADPolicy_Academics_2021/08

Policy created in September 2019

Policy Reviewed in April 2020

Policy Reviewed again in April 2021

Important Note: The school has adopted Distance Learning Programme (DLP) and Blended Learning Programme (BLP) for the Academic Year 2021-22. This policy is designed for a regular school set-up and will also be integrated during the DLP/BLP.

LIBRARY POLICY

CHAPTER 1

LIBRARY AS A LEARNING RESOURCE CENTER

The school library supports the CBSE curriculum in line with its Vision/ Mission. Throughout the academic year, the library is considered as part and parcel of all the internal and external activities of the school. It plays a very important role and helps the school in achieving the educational objectives with emphasis of the schools CORE VALUES –Cooperation, Excellence, Friendship, Integrity, Respect and Responsibility.

It provides accurate, reliable information, inculcates ideas, promotes critical thinking, creativity, develops knowledge, instills the responsible use of information and information literacy skills. It is essential to equip students with lifelong learning skills and mold them to live as knowledgeable and responsible citizens.

Thus, the school library is designed as the center of all the activities planned and executed in the school. It can be used by students and teachers in classroom discussion, group work, information sharing, competition, recreation and research.

To cater to the needs of the students, the library reading area is designed to suit the needs of students in Primary and Middle School equipped with books and other non-print materials recommended by CBSE, catalogued it by using user-friendly classification system and shelve it separately subject-wise to locate the materials easily and retrieve information efficiently.

SCHOOL LIBRARY OBJECTIVES

It is devoted to promote reading as a pleasurable hobby thereby creating a culture of knowledge and inquisitive minds to young generation of readers that enable them to develop lifelong learning for:

- Information Literacy
- Inclusion
- Economic, social and cultural environment
- Information sharing
- Research
- Assistance
- Creates reading programmes suitable for each individual needs and learning strategy.
- Make the library inviting and pleasing with comfortable furnitures
- Liase with sister libraries for mutual help, cooperation and Interlibrary loan.

In the development of school library services, the librarian is guided by the Vision/Mission of the school. The core values have to be the main provision of reading material, reader's services, reference services, one-on-one instructions in the use of the library catalogue and reading materials to the students. With the additional functions of school library as a hub of research and development. The major objectives are to:

- Effectively collaborates in the teaching-learning programmes of the school.
- Provide 100% utilization of all library materials and useful scholarly websites.
- Promotes inclusion through reading
- Develop reading ability of the students and make reading a pleasurable hobby among students
- Offer opportunities for experiences in creating and using information for knowledge, understanding, information and enjoyment;
- Inculcate responsible use of information.

LIBRARY ADVISORY COMMITTEE

- Principal / Vice Principal
- Department Heads
- Subject coordinators
- Student government
- Librarian

Chapter 2

PROMOTING READING HABIT

The UAE had declared 2016 as “The Year of Reading” to create a generation of book lovers and consolidate the UAE’s position as a global capital for culture and knowledge. Thus, the school library is encouraging reading among students, teachers and parents. Reading must be present in all aspects of school programmes and activities.

I. CLASS ROOM Reading Corner

Every class has their own reading corner stocked with storybooks donated by students themselves and extra titles from the library. The collection is under the direct control and supervision of the class teachers and the appointed “Book Monitor” of the class. These class libraries can be used by all the students especially those who complete their work before time.

II. LIBRARY PROGRAMMES AND PROJECTS

The library is also conducting charitable activities along with the collaboration of teachers, parents and students. “Stationery Drive” which includes books, textbooks, school items that are still in good condition are usually donated at the end of the School Year, Ramadan Charity Drive and Christmas Season. The collected materials are being forwarded to Emirates Red Crescent for refugee children.

STATIONERY DRIVE



READING WORKSHOPS and SEMINARS

The library invites speakers from other institutions in organizing reading workshops and various seminars such as DEWA, IACAD, EXPO2020 Youth Connect Team in giving lectures related to their subjects.



(Reading workshop conducted by IACAD)

III. BOOK FAIRS

The library organises field trips to SIBF (Sharjah Children’s Festival), SCRF (Sharjah Children’s Festival). This is a cross-curricular activity where they integrate various subjects in finding how much is the discounted rate from the original price, checking illustrations and drawing for those art enthusiasts, reading and checking new titles while applying reading strategies -skimming and scanning, storytelling workshops, cookery corner and many other exciting activities.

IV. LITERARY COMPETITIONS

The library plays a big role in supporting our students and teachers in many literary competitions that they participate in, such as Emirates Litfest, Youfest, Art, Arabic competitions, MUN, Spelling Bee etc. by providing the participants all the needed materials, detailed mechanics of the competitions and all pertinent information they need.

V. BOOK WEEK / READATHON

Students, teachers and parents are encouraged to read together in celebration of “BOOK WEEK”. In this activity, reading is being inculcated as a very fun and enjoyable activity by conducting storytelling sessions by parent volunteers in KG section, DEAR (Drop Everything and Read), creating artworks and many other exciting activities.

CHAPTER 3

INRODUCING THE LIBRARY RULES IN BORROWING AND LENDING

The library is a place where students can learn the value of obedience to rules and regulations. Borrowing and returning is a common scenario in all library circulation counters. Unreturned library materials, damaged books, book reservations, payments or replacement of loss book is a common situation that ought to be observed all throughout the School Year.

FAQ'S (Frequently Asked Questions)

a.) *Who are eligible to borrow library materials?*

Answer: Students from KG, Primary and Middle School that are presently enrolled in TIAD (The Indian Academy Dubai). In addition, new admissions, teachers and staff can also borrow books for home use.

b.) *How many allowable days are given to borrowers?*

Answer: *For students, 1 book for 7 working days or 1 week*
For teachers, maximum of 14 working days or 2 weeks

c.) *What are the requirements when borrowing a library material?*

Answer: Previously borrowed library material has to be returned first prior to taking another one. Student number of enrollees is already imported to the system.

d.) *What are the steps in reporting a loss book?*

Answer: Once, a student reported a loss book, he/she will be given 1 week to find it and trace its whereabouts. In this case, a student will be forfeited to take home books for reading in the meantime stop the penalty incur during those days. After 1 week, the price of the lost book must be paid or a copy replaced.

CHAPTER 4

LIBRARY PHYSICAL APPEARANCE AND COLLECTION DEVELOPMENT

LOCATION

The location of the school library must consider the needs of the approximate number of students in each class and must be made accessible to all students from KG, Primary and Middle School. The building chosen to accommodate the library should be at the center block and must meet the following.

- Should be in a quiet area, free from any distractions
- Should have a good ventilation
- Should have enough chairs and tables
- Should have a security systems and CCTV Camera
- Should have an enclosure for depositing belongings.

LIBRARY FINANCE / BUDGET ALLOCATION

Collection development of is being done by the school librarian in coordination with Finance team of the school.

Steps in Procuring Library materials

1. The librarian submits a listing of all the requested titles forwarded by HODs, teachers.
2. The Admin Manager forwards that list to Purchasing Manager for procurement.
3. The librarian will provide the exact ISBN of the requested titles
4. The librarian will be informed about the status of the request (whether approved or not by the management).
5. If the payments have been made, the books will be delivered finally to the school.

BOOK SELECTION

The selection of books is a collaborative effort of librarian and teachers. This is being done by continued assistance from Subject coordinators who are knowledgeable in their chosen field. They have an idea of credible authors of the subjects that they are teaching and can recommend titles that are appropriate for the

students. Librarian, at this point, balances the recommendations being submitted by the teachers into:

4 main criteria in book selection

- Educational needs
- Information needs
- Inspiration needs
- Recreational needs

NATURE OF BOOK COLLECTION

Care should be taken not to purchase any book or subscribe to magazine that espouses or propagates communal disharmony or atheism or discrimination based on religion, regions or language etc. The Library must not procure or display any book which has been disapproved or proscribed/banned by the Government, Central Board of Secondary Education.

Source: www.cbse.nic.in/LIBRARY-1-99.pdf

CHAPTER 5 TECHNICAL PROCESSING ACCESSION NUMBER

All books and library material print or non-print must be received and kept in the library. The librarian accession it and encode the unique number into the system (*example: Horrid Henry Acc. No. 0001; Geronimo Stilton: Mouse in Space Acc. 0002*). The Accession number must be written

- A.) Lower part of the title page
- B.) Lower part of the copyright page
- C.) Secret page
- D.) In call number
- E.) In Due Date Forms (at the back of the book)

CATALOGING/ ASSIGNING CLASSIFICATION SYSTEM

Books come in various shapes, formats and sizes. Thus, many school libraries prefer to use DDC (Dewey Decimal Classification System) to classify library materials. For Fiction books, shelving it according to genre and grade levels are more practical. Example: **Goosebumps: HORROR, Nancy Drew series (MYSTERY)**. For non-fiction collection DDC is being maintained and the subjects are also written visibly in each shelf.

The librarian assigned “call number” to locate the materials easily. It is found in the upper left side of the book or in the spine.

The call number consists of:

- a.) Class number
- b.) Book Number (or the Accession number)

Signed by:



Ms. Susan Rubin Varghese
Principal

Date: 01.04.2021