

# LIBRARY POLICY

Policy Reviewed - March 2024

Date of Next Review - March 2025

The library at Indian Academy Dubai supports the CBSE curriculum and it is a resource center to the school's teaching and learning. It also has a role in the social, emotional development of pupils. This encompasses promoting the love of literature and reading as well as interaction between pupils and students. 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.

## **The Aim of the School Library**

The library supports the overall aims and objectives of the school to - encourage achievement at all levels, always putting students first.

## **Objectives**

The Library will:

- help to create independent learners
- support curricular and non-curricular activities
- encourage the development of an enjoyment of reading
- provide opportunities to develop wider reading and regular reading habits
- develop information literacy

## **Pupils will:**

- feel confident to find and use resources for themselves
- be happy to ask for help when required
- be supported to develop their reading in line with their ability and interests

### **Stock Provision**

This will include:

- A wide range of stock which provides for all abilities including the Gifted and Talented and pupils with Special Educational needs.
- A comprehensive fiction section comprising of new titles as well as traditional stories.
- A wide range of non-fiction books which provide appropriate support for the curriculum. Heads of Department and where appropriate subject teachers should liaise with the librarian regarding such provision.
- Resources which encourage pupils to develop extracurricular activities. Staff responsible for organizing such activities should liaise with the librarian regarding such provision.

### **Information Technology**

The Library is as a Learning Information Resource Centre:

- Appropriate number of computers linked to the wireless network to allow a more flexible approach to learning.
- Appropriate software and online sources like Read theory **grade 1-5, Read works 6-8, Oxford Reading Tree for Kindergarten and grade 1**
- Adequate technical support
- Appropriate training for the Librarian

### **The role of the library to support learning.**

#### **New group reading test (NGRT)**

A standardized, adaptive, termly assessment to measure reading skills against the national average. Use it to identify where intervention may be needed, and then to monitor impact and progress made.

Induction:

At Indian Academy Dubai library implements NGRT data for its effective use twice in Academic year, to focus on progress of reading of grade 3-8:

- It is adaptive, responding to students' ability as they complete the test so more able readers are challenged and weaker (emerging) students remain engaged
- As test result clearly shows each student overall level of reading we focus to support and develop reading skills of students by assessing them according to their levels, age needs and with detailed reading program

**Support reading with Innovative systematic program in classrooms and library:**

**Read Theory**

- Read Theory fosters a dynamic classroom environment
- Teachers and librarian use this program gain the freedom to provide more individualized instruction and the program provides detailed reports, so we teachers can track student's progress using statistics, graphs and charts
- Read Theory adapts based on student's performance

It impacts if student does well, they'll begin to see harder passages and questions. This is great for providing differentiation to gifted students, but it can also mean that your brightest stars in the classroom have the lowest percentage scores in their quiz history. This is good! It means these students are being challenged.

**Read Works** is driven by the scientific study of reading. Read Works creates proven high-quality content, teacher guidance, and integrated tools that improve teacher effectiveness and student achievement.

As traditional way of reading and **reading for a joy and pleasure** The Indian Academy initiated effective use of hard copy of books across all phases including book corners in corridors, each classroom reading corners, reading halls with equipped with necessary comfort sitting furnitures. All students read and use these resources while they are free or any time they wish or during school hours when it is a time DROP EVERYTHING AND READ.

- An induction program will be provided for each grade 1-8 students regarding the use of the library and access to resources.
- Clear guidance will be provided to enable pupils to locate resources. This includes accessing relevant websites and other online resources.
- The librarian will liaise with the English Department and RISE department regarding strategies which can be employed to support the development of reading at all levels including the Gifted and Talented and those with Special Educational Needs.
- The library will be used where appropriate to support the development of literacy.
- The Librarian will liaise with all Department and Subject Heads to establish the support most appropriate to their area e.g. book boxes, information skills integrated into the curriculum and introductory lessons etc.

### **Availability of the Library and its Resources**

- The library provides a pleasant, safe environment where pupils and staff (both teaching and associate) can learn and relax appropriately. Everyone should feel welcome in the library.
- All books and IT equipment will be available to all pupils and staff.
- The library will be available to pupils during the whole school day. It should only be closed in exceptional circumstances e.g. staff training where this cannot be undertaken out of hours.
- Priority to the use of computers will always be given to pupils with research needs, schoolwork to do.
- The library should not be used for functions which will prevent it being accessible to staff and pupils – such as a classroom, tutor base, detention area. It is first and foremost a library.

### **Borrowing**

- Pupils in Grade 3 – 8 may borrow 1-2 resources for up to 1 week at a time. The resources may be renewed only twice.
- Academic Staff may borrow up to 2-3 resources for personal use at any one time. Teachers can have up to 5 items.
- Short-term loans can be made for 1 week or 1 day as appropriate.

### **Overdue items**

- Lists of overdue items are produced and circulated on a weekly basis. Pupils are encouraged to see the Librarian regarding any issues or problems regarding their loans. At present there are no charges for the late return of books.
- Letters and e-mails are sent home on a monthly, half-termly basis for overdue items which are more than 21 days late. Pupils will not be allowed to borrow any further resources until any late resources are returned.
- Any charges for lost or damaged resources will be applied according to the school charging policy

### **Charging Policy**

Damaged/ lost books – Pupils are encouraged to keep their library books clean and dry.

If a book has been reported lost or returned damaged beyond expected wear and tear for its age, the pupil will be asked for the cost of replacement and invoiced accordingly in accountant department. Where possible older stock will be charged at the cost of a second-hand replacement (usually gauged by the Amazon.co.uk website) and a part payment will be agreed based on age and number of times issued

- Replacement cost for new stock will be based on the current published price. A suitable replacement for the book supplied by the pupil would also be acceptable by negotiation with the Librarian.

### **Supporting Reading Development**

In December 2015, the UAE Cabinet declared 2016 as the YEAR OF READING. Pursuant to the declaration, the Cabinet issued directives to start preparing an integrated National Literacy Strategy and framework to produce reading generation. Every year March is observed as the MONTH OF READING in the UAE.

The Indian Academy, Dubai library provides a wide range of fiction and non-fiction appropriate to the interests and ability of our students. The library will provide access to a range of quality authors appropriate to the age range and the opportunity to be introduced to new writers and styles.

The stock will reflect both classic and modern classic literature as well as providing access to different genres of fiction books. Students in grade 3-8 will be encouraged to select appropriate to their age and interests from the collection in the library. Access to suitable biography and motivational, inspirational titles will also be available in the non-fiction section.

Several strategies are provided to maintain, encourage, and develop reading habits amongst the students. The following approaches are regularly used:

- Reading Challenges for grade 3-8 including an introduction to a range of writers from different genres. This will be differentiated for all students depending on age and ability.
- Individual students are encouraged to request and suggest authors and titles for the library. The library is their resource, and they are encouraged to support its development.
- Regular reading once a week for the whole school during form time
- Reading Weeks for the whole school with associated activities and reading promotion
- Grade 3-8 pupils have a library lesson to support their reading development and introduce them to a range of titles, genre books and writers, while grade 1-2 students will have phonics sessions, reading for a pleasure, read aloud, story time and more different reading activities
- Regular book club leaflets and book fairs are organized
- Author/poet/ workshop leader visits

- Themed reading, author of the month, book of the month displays in the library
- Reading Club for grade3-8 Gifted and Talented pupils
- Opportunities for local public libraries, government libraries like Muhammed Bin Rashid Library Dubai, The House of Wisdom Sharjah to visit with grade 5-8 pupils
- Reading promotion lessons for English Department as required. The Librarian will put together a range of suitable titles to promote reading for a particular group or grade or age group
- Opportunities to take part in wider reading workshops led by the outside speakers in Sharjah Children's Literature Festival
- To participate in Emirates Literature festival, where children have chance to participate in different reading competitions like Chevron Reader's cup, NBD poetry recitation, Letter writing competitions.

### **Stock Management Policy**

The School Library is not an archive and the material held within it should be both current and reflect the needs of the curriculum. At the heart of the stock should be a requirement to promote wider reading and reading for pleasure to all library members. All stock will undergo an annual stock check to ensure that the catalogue correctly reflects current holdings. A report will be made of all stock withdrawn and losses in each section of the library.

### **Selection and provision of non-fiction materials**

The stock will be selected by the Chartered Librarian in collaboration with individual subject specialists. The main aim of the non-fiction section is to complement and enhance the work being delivered in the classrooms. Where funding allows there will be a collection of pupil textbooks held in the library. Book stock over ten years old will normally be withdrawn from the library shelves, dependent on the discretion of the Librarian who may consult with teaching staff on such matters. Books under review for disposal will be identified as such by a guide date written inside the front cover. Items over ten years old may be retained if they satisfy the requirements of project loans. However, these subject areas will be given priority for updated stock to be purchased, where such titles exist.

**Selection and provision of fiction**

The fiction stock should reflect the reading of the day. Multiple copies of popular titles will be provided where demand merits, subject to financial constraints. A cross section of classic books for young people will also be maintained.

Fiction should reflect diverse cultures, subjects and interests and should be appropriate to the age of the borrowers. Consideration will be given to providing materials suitable for all literacy levels. Materials more suited to the age group 5 years to 14 years should be identified as such in the library catalogue and color coded accordingly on the shelves.

Regards,

*Shiny Davison*

Principal