

GEMS Founders School, Dubai  
Library Agreement

- I understand and promise to follow the library rules as stated below;
  - I will wear school ID or present my provided library bookmark (FS1- Y2).
  - I will wear school ID upon entering the library premises (Y3-Y13).
  - NO ID/library bookmark – NO books.
  - I must help maintain a quiet atmosphere.
  - I will not use my mobile phone inside the library.
  - If I am disturbing to other students, I understand that the librarian reserves the right to ask me to go outside.
  - No eating or drinking is allowed in the library.
  - Treat the library material with utmost care. Marking or damaging materials impedes the enjoyment and benefit of my fellow students.
  - Should not leave my things unattended while attending classes or having a break.
  - I must keep the library clean.
  - I will keep things in order.
  - I should leave bags in school provided lockers or bags keep in the designated zone.
- If I find a book that is damaged upon borrowing it, I will show to the librarian so that it can be noted, or repaired before I take it home.
- I promise to return the books after a week or renewed on time.
- I believe that renewal of book loans is allowed except when other users need the material, or when it is overdue.
- I am aware that if I don't return the borrowed books by the due date, a 25fills fine will be assessed every day, and if three months have passed since the due date, the fines will be added automatically to my account.
- I will pay for ALL damages that may happen to the books checked out in my name. This includes, but not is limited to marks from pencils or pens, tears, bends, dirt, food smears, liquid spills, mildew, and other debris.
- If the book has been lost, I will report this immediately to the librarian. A period of no more than four weeks will be given to look for the book. After four weeks have passed, the book is officially considered lost. If it is not found, I will either pay for a replacement of the same book price (payment will be made via GEMS Connect) or order a hardback replacement from an outside vendor and bring it to the library.
- I understand that two weeks before the Academic year ends all books are for library use only.
- I strongly believe that paid books are NON-REFUNDABLE.

Parents can communicate with library staff via library email (library\_gfs@gemsedu.com). Librarians will attend the following queries: Lost or damaged books. Title / books availability. Fine queries.

Thank you for your cooperation and supporting the GEMS Founders School Dubai Library!

By: Librarians