

Library Policy

Vision: Grow - Flourish - Succeed

Mission: Together we inspire creative, mindful learners who value diversity, support one another and strive for success.

1. Introduction

The GEMS Founders School, Dubai (GFS) school libraries provide a functional collection of resources to support the academic and curricular needs of the students, teachers, and staff. The libraries aim to promote effective research and learning skills and promote positive lifelong habits of good reading.

2. Purpose of policy

- Guide all stakeholders in the provision of the various library facilities, services, and material.
- Providing clear information about lost and damaged books for the students, teachers, and parents to be able to develop a good rapport between them and the library staff.
- Establishing a structure (library induction and research) through which an effective and efficient information service can be provided that meets the information needs of all stakeholders.

3. Aims and objectives

The general objective of the libraries is to provide sufficient, timely, and relevant information resources that support the full scope of teaching and learning needs of the GFS community.

The libraries will:

- Develop an awareness in students of the importance of books and other resources.
- Support the GFS curriculum by providing access to relevant resources for students and teachers.
- Encourage all students to reach their full potential as independent learners and develop a positive attitude to life-long learning.

4. Library Facilities and Services

GEMS Founders School, Dubai has four libraries across the campus providing a well-stocked information resource within collaborative learning spaces. These resources include:

- Over 20,000 print titles, including a wide collection of fiction and non-fiction.
- Around 300 seating spaces across the four libraries.
- Secondary Libraries offer computer lab working spaces.
- In the Phase 3 Secondary Library students have access to iPads.
- Library orientation programme is arranged every academic year.
- The library and academic team collaboratively facilitate library lessons from FS1 to Y06.



Below are the categories of damage and associated fines.

Scale of Damage	Exemplification	Colour Code	Cost to Student
Light	Slight damage to 1-2 page of the book Does not affect the readability or enjoyment of the book	Yellow	10% of the total cost of the book
Moderate	Slight damage to multiple pages (more than 2) Minor impact on the readability or enjoyment of the book	Orange	25% of the total cost of the book
Extreme	Total loss Book is unreadable with sentences, paragraphs or full pages missing	Red	50% of the total cost of the book

If there are multiple instances of light damage a blue sticker will be applied to which denotes the book is almost at the end of its circulation. The librarian's has discretion as to when to retire these assets.

6.4 Lost Books

Students, employees, and teachers are responsible for any item on loan from the library. If the book has been lost, report this immediately to library personnel. 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. At that point, if it is not found, a replacement of the exact same book or payment of the price of the book will be required. This payment will be made via GEMS Connect.

6.5 Overdue and Long Pending Books

Should a student fail to return their borrowed books on the due date, they will be charged 25 fills fine per day. No fines will be levied on holidays when the library is closed. An auto email will be sent to the provided email. After 48 hours of this email, the library staff will follow up with a phone call.

Fines will be added to student accounts for any overdue books of 3 months. This will be payable via GEMS Connect.

7. Library Rules and Procedures

- FS1- Y2 should wear school ID or present their provided library bookmark.
- Y3-Y13 wear their school IDs upon entering the premises.
- Students must help maintain a quiet atmosphere.
- In order to provide an atmosphere conducive to study, mobile phone should be turned off.
- The library staff reserves the right to ask students leave the library if they are disturbing others.
- 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 fellow students.
- Students or staff should not leave their things unattended while they attend/ conduct classes or while they take a break.
- Keep the library clean.
- Keep things in order.
- Leave bags in school provided lockers or bags keep in the designated zone.



5. Parental involvement

Parents can communicate with library staff via library e-mail: library_gfs@gemsedu.com

Librarians will attend the following queries:

- Lost or damaged books.
- Title / books availability.
- Fine queries.

6. Borrowing Policy

6.1 Maximum book loans

1.1 Circulation Books	Fiction / non-fiction.
FS to Y6 Students	1 book per week subject for renewal.
Y7 to 13 Students	2 books per week subject for renewal (1 Fiction 1 Non-Fiction).
Teachers	30 books for per term (return one week before the term ends).
Employees (TAs/Admin/Support staff)	5 books per week subject for renewal.
1.2 Reference Books	Rare books, special collections, dictionaries, encyclopedias, atlas.
Teachers	5 books (3 days).

6.2 Borrowing Access

Borrowing is subject to the following:

- FS1 to Y2 School ID/ Bookmark (with student's details and barcode) is required to be presented.
- Y3-Y13 students and staff school ID is required to be presented.
- Books should be returned or renewed on time at the counter from which they were borrowed.
- Renewal of book loans is allowed except when other users need the material, or when it is overdue.
- Any book/material on loan is subject to recall at any time whenever necessary.
- Two weeks before the Academic year ends all books are for library use only.
- Paid books are non-refundable.

6.3 Damaged Books

Over time books will become worn or damaged. Any damage that is considered beyond everyday wear and tear will be charged to the student/parent. The scale of the damage, the age of the book and any prior damage will be taken into consideration before a fine is applied.

Students are advised to keep their library books in a safe place to avoid damage.

Upon the visual check on the return of a book, if a book is found to not be in good condition the librarian will provide colour stickers on each damaged book to highlight the level of damage.



8. Library Hours

Monday to Thursday:

Students- 7:40am to 2:45pm

Staff- 7:40am to 4:30pm

Friday: 7:50am to 11:30am

Library will remain closed on all public holidays.

Email: library_gfs@gemsedu.com

9. Monitoring and review

This policy has been discussed and agreed by the GEMS Founders School, Dubai leadership team for implementation.

Signed
School Librarian

Date 05/10/23

Signed
Whole School Vice Principal

Date 5/10/23

Signed
Associate Principal

Date 05/10/23

Signed
Executive Principal/CEO/Senior Vice President of Education

Date 5/10/2023

Next policy review date:

13 October 2023

02 February 2024

28 June 2024