

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 positive habits of good reading.

2. Purpose of policy

- Guide all stakeholders in utilising the library's facilities, services, and materials.
- Provide clear guidelines on the handling of lost and damaged books, fostering positive communication between students, parents, teachers, and library staff.
- Establish a framework (library induction and research programs) to deliver an efficient information service that meets the diverse needs of the GFS community.

3. Aims and objectives

The primary objective of the GFS libraries is to provide timely and relevant information resources that support the teaching and learning goals of the school community.

The libraries will:

- Promote awareness of the importance of books and other learning resources.
- Support the GFS curriculum by providing access to relevant materials for both students and teachers.
- Encourage students to reach their full potential as independent learners and develop a positive attitude toward lifelong 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, non-fiction, reference and Arabic books.
- Around 200 seating spaces across the four libraries.
- Main and Secondary Libraries offer computer lab working spaces.
- In the Phase 3 Secondary Library students have access to iPads.
- A library orientation programme for students is arranged every academic year.
- The library and academic team collaboratively facilitate library lessons from FS1 to Y06.



5. Parental involvement

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

Additionally, parents can return library books at the designated drop-off points:

- Phase 1 Main Reception
- Phase 3 FS1 Reception
- Phase 3 Main Reception

Library staff will assist with inquiries related to:

- Lost or damaged books
- Title availability and requests

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 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 Year 2 students must present a school ID or bookmark with their details and barcode
- Year 3 to Year 13 students and staff must present their school ID to borrow materials.
- Books should be returned or renewed on time at the counter from which they were borrowed.
- Renewal is permitted unless the book is reserved by another user or overdue.
- Borrowed items are subject to recall at any time.
- Two weeks before the Academic year ends all books are for library use only.
- Paid books are NON-REFUNDABLE.

6.3 Damaged Books

The library staff carefully monitor the condition of all borrowed books and expect that they be returned in the same condition as when they were borrowed. Students are responsible for maintaining the condition of all borrowed books. Normal wear and tear is expected and any damage beyond normal wear and tear will be assessed by library staff. If a book is found to be significantly damaged, the borrower will be required to either replace the book with an identical copy or pay the full cost of the book, along with an administrative fee of 10 AED. Payments can be made through GEMS Connect, bank transfer, or at the school cashier

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

6.4 Lost Books



Students, staff, and teachers are responsible for all items borrowed from the library. In the event that a book is lost, it should be reported to the library staff immediately. Borrowers will be given up to four weeks to locate and return the missing book. If the book is not found within this period, it will be officially considered lost. The borrower will then be required to either provide an exact replacement or pay the full cost of the book, along with an administrative fee of 10 AED. Payments can be made via GEMS Connect, bank transfer, or at the school cashier.

6.5 Overdue and Long Pending Books

If a book is not returned by the due date, an overdue notice will be given. After a second reminder, borrowing privileges will be temporarily suspended until the overdue book is returned or renewed. During this time, no new materials can be borrowed by the student or staff member.

If a student fails to return their borrowed books within one month past the due date, the items will be considered lost, and the lost items policy will be applied (6.4).

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 phones should be turned off.
- The library staff reserves the right to ask students to go outside 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 belongings 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.

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 11 April 2025.....

Signed
Manager School Operations

Date 11 April 2025.....

Signed
Whole School Vice Principal

Date 11 April 2025.....

Signed
Associate Principal

Date 11 April 2025.....

Signed
Executive Principal/CEO/Senior Vice President of Education

Date 11 April 2025.....

Next policy review date:
August 2025