



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

LEARNING CENTRE'S BOOKS BORROWING POLICY

1.0 POLICY PURPOSE

The purpose of the Learning Centre's Book Borrowing policy is to ensure that users can make the best use of the school learning centre and borrow books frequently.

2.0 GENERAL STATEMENT OF THE POLICY

This policy identifies all the procedures required to be followed in order to borrow a book from a learning centre and return it back as per school policies.

3.0 POLICY PROCEDURES

- 3.1 The process begins with the borrower presenting his/her Library Borrower's Card (kept with the student) together with the book(s) he/she would like to borrow.
- 3.2 All current members of the school, whether staff or students are entitled to borrow from the Learning Centre.
- 3.3 Students may check out books based on the following:
 - 3.3.1 KG-Gr. 1 1 book limit at a time
 - 3.3.2 Gr. 2-3 2 books limit at a time
 - 3.3.3 Gr. 4-and above 3 books limit at a time
- 3.4 Staff members can borrow up to 4 books at a time.
- 3.5 Borrowing period is one week.
- 3.6 The borrower fills-in the necessary information in the Book Card inserted in the Book Pocket found at the inside back cover of the book.
- 3.7 The Librarian fills-in the information in the Library Borrower's Card and stamps the due date of the book(s).
- 3.8 Students with unsettled obligations (overdue fines or books not returned) cannot borrow another book until said obligation is being settled.
- 3.9 Lost book/s must be reported immediately to the librarian to avoid accumulated fine. A lost book fine should be paid according to its purchase value.
- 3.10 An overdue fine is going to be charged when the book is not returned on time, 0.5 BD/day will be charged for overdue books or until the charge is equivalent to the purchase value of the book.
- 3.11 If a book is returned in damaged condition that cannot be repaired, the borrower will be charged for the replacement cost of the book.
- 3.12 Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.

- 3.13 Teachers are allowed to borrow books on behalf of their students in KG and Grade 1 level only, in this case the procedures below will be processed:
- 3.13.1 A list of students' name will be submitted to the librarian by the teacher.
 - 3.13.2 Each book will be recorded alongside the student's name who received it.
 - 3.13.3 The teacher will sign the list and submit it to the librarian.
 - 3.13.4 Borrowing procedures documentation will be implemented as per 3.6 and 3.7 steps.
 - 3.13.5 The teacher is responsible to collect the books from the students and return it back to the librarian before the end of the borrowing period.
- 3.14 The following materials can only be used within the library:
- 3.14.1 Reference books;
 - 3.14.2 Newspapers;
 - 3.14.3 Journals and magazines;
 - 3.14.4 CD's/DVD's.
- 3.15 The borrower upon leaving the library, should present the books borrowed to the person assigned at the control desk.
- 3.16 To return books, borrowers should present their Library Borrower's Card for counter checking and signing.