



CREDESCENCE HIGH SCHOOL, DUBAI

LIBRARY POLICY

2019-2020

VISION

The Credence High School, Dubai LIBRARY envisions itself to be a globally recognized state-of-the-art library providing timely, efficient and user-friendly data and information to library users.

As a repository of resources shall seek to extend easy access, provide the venue and render quality service and relevant resources for the benefit of all the constituents.

MISSION

The LIBRARY supports the instructional needs of Credence High School, Dubai – its faculty, staff, students and other external clientele. Its primary responsibility is to provide information support to the teaching and learning processes, research extension service activities through the use of organized, relevant resources and fast delivery of information services.

INTRODUCTION

Credence High School library will provide students with a stimulating yet serene atmosphere for the purpose of reading/studying or reference which they can access with the help of the librarian/teacher. Keeping this in mind, the school Library/Resource Centre has been created in a manner that the students and faculty can make the most of it.

OBJECTIVES

- To develop in children and staff members a love for reading.
- To provide a space within the school equipped with books and resource material for the purpose of reading or reference.

- To provide students with a chance to visit an environment other than the class room that will help in learning. Also to bring about a change in the routine of the class room set up.
- To be able to take decisions about what book they would like to read for the purpose of recreation or reference.
- To inculcate in the students a sense of discipline while using the library.
- To be responsible in using the school resources and return it within the prescribed period in the condition it was issued.
- To teach the students the concept that reading is an important and interesting skill to develop and a habit that makes them lifelong learners.
- To kindle in students a skill of reading with the help of different genre books available.
- To have e-books to keep in par with the growing technology.

Location: Ground Floor, Right Side of the Reception Area

Library Hours: Sunday to Thursday – 8:00am to 2:00 PM

POLICIES

Who can borrow?

- A. Students – refer to students who are currently enrolled at Credence High School, Dubai.
 - B. Administration, faculty and non-teaching personnel- Members of the Administrative Council, Faculty and Non- Teaching personnel of the school.
1. Students are required to wear their school ID upon entering the library.
 2. The school ID is required in borrowing library books/collections as every student is provided with an RFID card used for the purpose of borrowing

books. This card is used for swiping the identity and entering the details pertaining to the books issued.

3. Observe courtesy in the library by:
 - a. Observing SILENCE. Talking aloud and making other unnecessary noise must be avoided.
 - b. Keeping the library clean. Do not litter tables or floors with waste papers and other scraps; use the trash bins provided for the purpose.
 - c. Keeping the conversations at a minimum level following the VOICE LEVEL to be used in the library

Level 0 – Absolute Silence – No one is talking

Level 1 – Whispering – Only 1 person can hear you

Level 2 – Small Group Work – Only the group can hear you

Level 3 – Normal Conversation Voice

Level 4 – Presenting Voice – Everyone can hear you

Level 5 – Out of Control – Playground Voice- Never to be used inside

- d. KEEPING THINGS IN ORDER. Return books and magazines at their proper places
- e. Handling books and other library materials with care. They are intended to serve many users after you.

BORROWING OF BOOKS

Borrowing privileges and Loan periods of Circulation Books

CIRCULATION BOOKS – Each borrower is allowed to borrow two (2) books at a time for 1 week.

- Each book may be renewed if such library book is not in demand.
- Books can only be renewed when presented to the Librarian for proper encoding.

REFERENCE BOOKS – These are the general subject references such as encyclopedias, dictionaries, almanacs, yearbooks, atlases, journals, etc.

- All books/textbooks labeled with “INSIDE THE LIBRARY USE ONLY” are strictly to be used within the library premises only.
- Borrowed books inside the reading area should not be returned at the shelves. Students are advised to leave the book at the counter table. This is to avoid the possibility of books being mis-shelved.
- Credence High School, Dubai faculty members are allowed to borrow maximum of 3 books for a period of 10 days on renewable basis. Faculty Reminder slip is issued to teachers who fail to return the borrowed books on time.

RETURNING OF BORROWED BOOKS

- A book should be returned promptly on due date and time.
- Faculty/students should notify the Librarian whenever borrowed library material is lost.
- Borrowers with overdue books will not be allowed to borrow unless all library accounts are settled.
- Lost or damaged book – when a book is lost, it should be reported immediately to the librarian. Lost or damaged book must be replaced with the same book (same title and author) or paid twice the current price of the book. A processing fee of 10% is added for any replaced books.
- Any student/staff discontinuing studying/working in the school will have to seek clearance from the librarian before their exit is approved and TC issued (in case of a student)

SUSPENSION OF LIBRARY PRIVILEGES

- Lending of school ID card to another person
- Taking out any library materials without the permission of the Librarian
- Tearing, writing, scribbling on the pages of the book, defacing or any form of vandalism
- Discourtesy, misconduct or any misdemeanor towards the Library staff

- Any library user who shall willfully tear, deface, mutilate library properties shall be subjected to the judicial discretion of the Librarian
- Students caught stealing or destroying library materials are subject for disciplinary action or suspension from the library accordingly.

REFERENCE INFORMATION SERVICES

- a. Information Service – provides answer to specific questions, statistical data, biographies, etc. through searching and retrieval of appropriate materials
- b. Library Instruction – Provides orientation to all students about library policies, borrowing procedures and services and how to use the library materials and research tools. Tour around the library and to the different section is conducted right after the library instruction.
- c. Bibliographic Services – Provides bibliographies of materials requested by the faculty such as a list of new titles of books by subject area including list of new acquisitions
- d. Reader's Advisory Service – provides guidance to clientele in the choice of reading materials.

LIBRARY CODE OF CONDUCT

- The Library comes under the preview of the librarian who is responsible to maintain books/resources and decorum of the library.
- The library is an area meant for reading /reference and hence should be treated as one.
- Silence and decorum of the use of the library should be maintained at all times.
- Every student must respect and adhere to the code of conduct so that fellow users are not disturbed.
- The library cannot be used for the purpose of having refreshments at any time.
- Use of ICT resources in the library would be governed by the ICT policy and may be used only with the permission and supervision of the librarian /teacher.

- The librarian or any other authorized staff reserves the right to inspect any bag or resource being taken out of the library.
- If any library resource is found in possession of a student, the student will be warned and resource confiscated.
- All students have to leave the library premises in the event of fire/or on the ring of the fire alarm/instructions of the librarian/authorised staff.

LIBRARY MARKETING STRATEGIES

Promoting the use of Books and other Library Resources

User's awareness of the library resources and services will be enhanced by certain strategies that will stimulate reader's interest. The following activities are maintained:

1. Bulletin Board Display
2. Current Awareness Bulletin Board
3. Posting Student's Best Work Bulletin Board
4. Book Displays of Author of the Month and Books of the Month
5. Current Acquisition List
6. Library Orientation Program
7. World Book Day Celebration
8. Film Showing
9. Establishing linkages/networking
10. Conduct Book Fair
11. Library Tour
12. Library User's Survey

ARRANGEMENT OF BOOKS AT THE SHELVES

Books and other printed materials are arranged according to the DEWEY DECIMAL CLASSIFICATION SYSTEM (DDC) from 000- 999. The Library has an open shelf system so that users will find it easy to search for the book of their choice. A desktop is provided for a user to search for a particular book, author at the LIBRARY SYSTEM which is called ORISON.

The 10 Major Division of the DEWEY DECIMAL CLASSIFICATION SYSTEM

000-099 General Works

100-199 Philosophy/Psychology

200-299 Religion

300-399 Social Science

400-499 Languages

500-599 Pure Science

600-699 Applied Science/Technology

700-799 The Arts

800-899 Literature

900-999 History