



The Apple International School

Library Policy

School Library Vision

We envision an effective Library System that develops well informed patrons who will attain knowledge and skills to become accomplished readers, independent learners, critical thinkers, creative problem solvers, and informed citizens through the expertise of the school librarian and the use of resources and services provided by the school library programmes.

School Library Mission

We commit to:

- Update Library Resources
- Productive Service
- Provide conducive and suitable atmosphere to learning.
- Provide an inviting, dynamic learning environment and service that support and enhance teaching, literacy and learning.

School Library Objectives:

- Provide core collections for students to learn information skills, such as using books effectively for research.
- Provide opportunities to students to read for pleasure.
- Promote libraries as places which provide enjoyable and exciting activities.
- Provide opportunities to access relevant information online about books, authors, and research.

Preservation Policy

The library is committed to the preservation of its collection. Preservation is the action to prevent theft and loss. The comprehensive approach entails choosing the appropriate method for every book. This is accomplished through storage condition, through careful handling and housing and through repair or replacement of damaged materials at the bindery section of the school.

Library Security:

- Personal belongings such as schoolbags, handbags, briefcases, etc., are not allowed inside the library.
- The library will be closed in the absence of the librarian.
- No teacher or student shall have a book issued on behalf of another person.
- Teachers taking classes in the library must observe students closely and see that books are put back left on the tables when the children return to their classes.
- Other than library materials, no other material will be kept in the library for storage purposes for e.g., teacher planners, diaries, sport's kits etc.

- No student at any level can study in the library when the librarian is absent.
- Teachers are not allowed to use librarian's computer.

Covid-19 protocols and general guidelines in the School Library:

- Hand sanitizer and gloves will be provided to staff and students.
- Social distancing based on protocols are practiced inside the library.
- Students and staff are not allowed to enter the library without wearing mask.
- Eating and sleeping are strictly prohibited.
- Always observe silence. Idle talking, boisterous laughing and other unnecessary noise must be avoided.
- Books are to be used properly. Using books must never be used as writing boards or for leaning. Mutilation and stealing of any library property are strictly prohibited.
- Patrons are asked to put books and materials in the box, if the materials are taken off from the shelves and staff will sanitize and re-shelve.
- All the returned materials must be put in the box in which will be quarantined for 72 hours. After 72 hours, will be sanitized with a spray bottle of alcohol and returned to the shelf.
- Students can also read online books anytime through this link
<https://lightsailed.com/school/literacy>.

Organisation and Arrangement of Library Materials:

Books in the library are classified according to Dewey Decimal Classification System (DDCS). This is the numerical field arrangement of knowledge. All the listed books are added to the school's database through Microsoft Excel and Mognasys.

Book Borrowing Procedures:

- Students are allowed to borrow 2 books at a time.
- The books to be borrowed will be checked to the Librarian for proper charging.
- Upon borrowing the books, the students must fill -up the book borrowing form.
- All borrowed books are charged out for one week, the students must return the books after one week.
- Recall letter is sent out to students who miss to return the borrowed books in the Library.
- The neglectful borrowers will be allowed to borrow further only upon the return of the previously borrowed books.
- General references like encyclopedia and dictionary can only be read inside the Library.
- Newspaper, magazines, and other periodicals can be only read inside the library.
- Books in the reading areas should not be returned on the shelves but left on the table to avoid misplacement.

School Library Activities

- Every 2nd month of the term, there will be a **“Read-A-Thon Competition”**.
- Every end of the month is the awarding for the **“Top 10 Readers of the Month”** in each class.
- **“World Day Events”** will be held in the school during the National Book Week Celebration.
- **Create a ‘Caught Reading’ Campaign that features “**. Teachers as Readers. Creating a school-wide reading culture is important to promote reading as a lifestyle. Students need to see their teachers as readers. Posters of teachers and staff reading their favourite books will be created and displayed in hallways throughout the school.
- **Create a “student picks” book display.** Invite students to suggest their favourite books for a display, along with a note about why they liked it and why they think others should read it. (1st term)
- **Poster contest.** Students will be invited to design a poster that creatively promotes the school library. Students will be encouraged to use the library’s maker space materials. They will be given a deadline for submissions, their finished posters will be hung around the library and students will be invited to vote for their favourite. A prize will be awarded to the winner. (2nd Term)
- **Challenge students to write a graphic novel about the school library and all it offers.** It’s a great opportunity for creative thinkers, writers and artists to collaborate on a project that tells the school library’s unique story. (Ex. Download [graphic novels poster](#) for inspiration). (3rd Term).

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Executive Principal

The Apple International School, Dubai

Enacted and enforced: The 2nd of January 2018

Reviewed Annually

Last date of Review: The 13th of June 2026