مدرسة بيس سبرينق فيلد انترناشونال
PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

LIBRARY POLICY

2026-2027

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Rationale

The rationale for the school library policy document is to establish a comprehensive framework that fosters a culture of literacy, inquiry, and lifelong learning within the school community. This document serves to outline the purpose, objectives, and guidelines for the effective management and utilization of resources within the school library, ensuring equitable access to diverse and relevant materials for all students and staff. By promoting a welcoming and inclusive environment, the policy aims to empower individuals to become critical thinkers, information literate citizens, and enthusiastic readers, thereby enhancing academic achievement and personal growth. Additionally, the policy document sets forth procedures for the selection, acquisition, organization, and evaluation of resources, as well as guidelines for responsible digital citizenship and ethical use of information. Ultimately, the school library policy document aligns with the school's educational goals and values, reflecting its commitment to providing a dynamic and enriching learning environment that supports the holistic development of every member of the school community.

Purpose

The purpose of the school library policy document is to establish clear guidelines and procedures governing the management, use, and development of the library resources and services within the school community. It aims to promote equitable access to information, foster a conducive learning environment, support academic achievement, encourage responsible digital citizenship, and ensure the efficient and effective utilization of library resources for the benefit of all students, staff, and stakeholders.

Mission statement

"PSIS library is to foster a love of reading, support academic excellence, and promote lifelong learning. We provide a welcoming space that encourages exploration, critical thinking, and creativity through diverse resources, collaborative activities, and dedicated support for students, staff, and the wider community."

Vision statement

"Our vision is to inspire a dynamic learning community where curiosity thrives, creativity is nurtured, and students become lifelong learners and informed citizens. We envision a library that empowers all

members of the school community to explore, grow, and succeed in an ever-changing world by providing access to diverse ideas, resources, and innovative technologies."

Management & Communication

PSIS Library is managed by the School Librarian. The School Librarian is a full-time position. This position is accountable to the school principal.

Library staff will maintain a close relationship with every staff member of the PSIS academic community. Communication through proper channels will be made with the Senior Leadership Team from time to time regarding matters concerning the library. The library works closely with staff to provide and create resources that promote independent learning and information literacy skills. Library news and initiatives will be communicated to parents through respective class teachers. Individual communication to parents in case of overdue will be made directly from the library e-mail address to the parent's communication e-mail address provided in the school ERP.

Opening Hours & Access

7.15am – 3:45pm, Monday – Thursday (12:00 pm on Fridays).

Students must follow the library timetable during class hours.

Open to all students during lunch break, & after school. Will be notified if the library is closed.

Membership policy

1. All students and staff of the school are automatically members of the library.
2. Students' library membership number is their school admission number.
3. The school identity card serves as the library card; no separate library card is issued.
4. Staff members' library membership number is their EMP number.
5. Our student community is diverse, with a high percentage of English as an Additional Language (EAL) and Special Educational Needs (SEN) students.

Library Borrowing Policy

1. Students from Year 1 onwards may borrow one book at a time, which must be returned within two weeks. Students can only borrow another book once the previously issued book is returned. If there are any overdue books, pending fines, or other outstanding issues, borrowing privileges will be paused until resolved.
2. Teachers may borrow up to 25 books at a time, with a return period of one month.

Library Overdue and Replacement Policy

1. Overdue Books
    - First Notice: A reminder email will be sent to parents to encourage students to return overdue book(s).
    - Second Notice: If the book(s) remain unreturned or are reported lost/damaged, a replacement request will be sent to parents, requesting a replacement copy of the lost or damaged item.
2. Unreturned Materials
    - Overdue library materials that are not returned despite multiple reminders will be deemed lost, and users will be billed for the replacement cost. This information will be forwarded to the Accounts Department and/or Senior Management, and the borrower's record will be updated to reflect payment or replacement status.
3. Faculty and Staff Borrowing
    - Faculty and staff may borrow books for up to one month. At the end of the academic year, a list of staff with overdue books will be submitted to school management.
4. Lost/Damaged Books
    - Lost or damaged books must be replaced with an identical copy or an equivalent substitute approved by the library. The replacement cost of a lost book will be based on its current market price.
    - For donated books, the replacement value will be based on an online price estimate. If no online price is available, a standard charge of 25 AED will apply. Books returned in poor condition will be considered damaged, and the borrower will be asked to replace them.

In Case of Lost or Damaged Books

1.Replacement Requirement

1. Lost or damaged books must be replaced with an identical copy or an equivalent title approved by the library.

2.Replacement Charges

2. If replacement is not possible, charges will apply as follows:
    - Minimum fine: 50 AED
    - If the current value of the lost book is between 50 and 75 AED, the fine will be 75 AED.
    - If the current value of the lost book is between 75 and 100 AED, the fine will be 100 AED.
    - If the current value of the lost book is between 100 and 125 AED, the fine will be 125 AED.
    - If the current value of the lost book is between 125 and 150 AED, the fine will be 150 AED.
    - If the current value of the lost book is between 150 and 175 AED, the fine will be 175 AED.
    - If the current value of the lost book is between 175 and 200 AED, the fine will be 200 AED.
    - If the price of a lost donation book cannot be found online, a fixed charge of 50 AED will apply.

3. Books should be returned in good condition. Books returned in unacceptable condition will be considered damaged, and the borrower will be asked to provide a replacement or pay the applicable fine.

Resources

1. Library resources include General Fiction and Non-fiction books, Reference books, Maps, Charts etc...
2. All available books are labelled, stamped and barcoded.
3. Every book has a unique accession number.
4. All donated books are labelled.
5. Last week of June Library will be closed for the Annual Stock Taking of books.
6. Inventory results will be submitted to the Principal and Finance Department.

Policies and procedures in delivering and receiving books and library materials

1. The bookstore in-charge will receive the delivered books from the supplier/vendor ordered by the library department and check that the delivered items correspond to the items ordered.
2. The Books store in-charge will notify the librarian regarding the books received.
3. The Librarian will check to see that the invoices/receipts tally with items ordered and delivered to the library.
4. After everything is checked and deemed correct, the Librarian will receive the newly delivered books together with a copy of an invoice from the bookstore in charge.
5. The librarian will prepare a report of materials/books received with copies of the invoices/receipts attached to be submitted to the accounts for review and approval.

Collection evaluation

Collection evaluation is on-going; methods for evaluation include but not limited to:

4. Analysis of current and future curriculum
5. Book requests and reference requests from teachers & students
6. Circulation statistics and annual inventory reports
7. Physical age, condition, and appearance

Selection and purchasing criteria

Sensitive topics in UAE, with collection guidelines

Geo-political

8. Israel - is a sensitive topic and we must be mindful of the many Palestinian people living in Dubai. Avoid books about Israel - maps, atlases, and globes must be edited.
9. By connection… Judaism, the Holocaust, & Nazism are sensitive and shouldn't be displayed.
10. Arabian Gulf - is the preferred name in UAE, not Persian Gulf. Efforts should be made to correct books, atlases, & maps, but this is not as sensitive an issue as Israel.

Islamic issues

No drawings of Allah, angels, or prophets. No negative comments regard Islam.

Again, this is directly against the law in UAE.

Social issues

Indecency - no pictures in books, magazines, or displays. Art books are an issue and may need to be restricted to older students. Be aware of advertising in magazines.

Negative habits – no texts or images that promote promiscuity, alcohol, smoking, drugs, homosexuality. Pork and images of pigs should not be prominently displayed.

Heritage & culture

No texts that give incorrect or negative information about government, history, establishment of UAE, traditions, or society.

Other criteria

In addition to the priorities above, the library collection must support the school's curriculum needs and provide for various interests and reading levels of the student body. The library collaborates with subject leaders to build collections that support these needs; annual meetings are held with DoLs to discuss the coming year's needs, and the following criteria are considered when selecting resources for inclusion or exclusion from the collection:

Relevant to curriculum and/or recreational needs of the users

11. Does the resource meet an existing or anticipated need?
12. Is the cost justified in terms of the potential use and value to the collection?

Current & Accurate

13. Is the information current, especially in the areas of science, ICT and geography?
14. Is the content & presentation in keeping with current educational practice?
15. Is the content correct & logically presented with sources cited?
16. Is the author or publisher qualified / established in the field?

Appropriate

17. Is the text and presentation appropriate to the target audience?
18. Does the resource exhibit any prejudice?
19. Does the resource present positive images of men, women, Indigenous peoples, disabled persons and ethnic groups?
20. Are there any inappropriate images or text for certain age groups or individuals?

Donations

All donations are welcomed by the library, however, the selection criteria above must be applied to all donations; any unwanted donations are re-donated to charity or recycled.

De-selection, weeding & culling principles

School library standards recommend that approximately 5-10% of a collection is culled and replaced annually; PSIS Library uses this figure retrospectively for guidance rather than actively. There are 6 valid reasons for culling an item:

- Poor physical condition
  - Is the resource yellowing, tatty, or worn out?
  - Has the resource sustained irreparable damage?

- Out-of-date
  - Is the information in the resource incorrect due to social/political changes?
  - 10 years is the general guideline for currency. Some resources have extended lifetimes such as Philosophy and History; others less so, such as ICT and Science.

- Inaccurate or Offensive
  - Does the resource present distorted views?
  - Is the resource sexist, racist, ageist or offensive to social or ethnic groups?

- Obsolete
  - Is there a new edition?
  - Has the resource been borrowed insufficiently in the last 5 years?
  - Are multiple copies still in demand?

- Failure to meet the specific selection criteria
- Does the resource meet our selection criteria?

Preservation activity & repairs

Minor repairs are done in the shop by library staff (e.g. torn pages, loose covers). Major damage (e.g. water damage) is disposed of and added to purchasing lists according to our selection criteria.

Guidelines for the reconsideration of library resources

PSIS library recognizes the right of parents to restrict their child's access to materials they deem inappropriate. However, we also affirm that no parent has a right to limit what other children can access.

Who may challenge material in the library?

Any parent or member of staff is free to challenge materials by following the process below.

Reconsideration of library resources is done by the librarian in collaboration with the Head Teacher of the respective school (Primary or Middle) and final decisions are made by the school principal. The final decision will be communicated by the library to the concerned party in a timely fashion.

Informal reconsideration

A person wishing to challenge material from the library or textbooks often initially approaches the school librarian. In this case the librarian should attempt to resolve the issue informally. If the issue cannot be resolved informally then a commitment to action can be made through filling out the form below: 'Formal request to challenge library or textbook material.'

Formal reconsideration

The librarian will then inform the Head teacher of the respective school (Primary or Secondary) and the issue will be taken to the formal consideration stage. Issues to be considered include:

21. The complainant's concerns
22. The library's selection criteria
23. The intended audience of the book and the educational uses of the item

24. UAE law and cultural guidance (detailed above)

Possible decisions:

25. To retain the item.
26. To retain the item with specific restrictions.
27. To remove the item from circulation.

If the issue cannot be resolved between the Librarian, the Head Teacher, and the Complainant, then a final decision is made by the school Principal.

FORMAL REQUEST TO CHALLENGE LIBRARY MATERIAL

CHALLENGE INITIATED BY:

NAME_____

ADDRESS_____

RELATIONSHIP TO THE SCHOOL_____(Teacher/Parent/Friend)

MOBILE NUMBER_____

ITEM UNDER CHALLENGE:

AUTHOR_____

TITLE _____

PUBLISHER_____

Have you read the entire book? YES_____ NO_____

Please give a short summary of the book in your own words.

To what in the book do you object? Please be specific and cite pages.

What do you feel might be the result of reading this book? Please be specific.

What do you like or find positive about this book? Please be specific.

Is there any age or group that should not be allowed access to this book?

If so, who or what group? Please be specific and explain your reasoning.

What would you like the school to do about this book?

a) Do not allow my child to sign out this book.

b) Withdraw the book from the school library

c) Other - please specify

SIGNATURE_____

DATE_____

Library Rules

1. Treat the books respectfully.
2. Let your teacher/Librarian know if your book gets damaged.
3. Students must bring their identity card to borrow or return books.
4. Books issued to one member should not be transferred to another.
5. A student member can borrow only one book at a time for a period of 14 days.
6. A staff member can borrow a maximum of five books at a time for a period of 30 days.
7. Books will be issued to the students, during the library periods. No book will be issued or returned during the teaching hours.
8. Marking, underlining or writing on library books, periodicals, and newspapers are strictly forbidden, and a fine will be charged for breaking the rules.
9. Reference books and current periodicals will not be issued to any member. These can be used only within the library.
10. If the books are not returned within the specified time, it will be viewed seriously and a fine will be charged as per Library policy.
11. The Librarian may call for a book at any time, even if the normal period of loan has not expired.
12. In case of book mishandling or if lost, the person concerned will have to replace the book or pay the current market price of the book as per the library policy.
13. After reading, make sure that the books, periodicals and newspapers are kept back at their respective places.
14. The members should take good care of library furnishings and equipment, are not to rearrange or misplace the furniture.
15. Make sure the library looks as good when you leave as it did when you came in.
16. Drinks and food are not allowed in the library.
17. Students should not bring their electronic devices to the library.
18. Library computers are for academic purposes only. Do not tamper with the computer settings. Follow the internet safety guidelines.
19. A 'No Dues Certificate' from the Librarian is to be obtained by all members in the event of his/her transfer/withdrawal from the school.

Review

This policy will be reviewed every year or as and when the requirement arises.

Prepared and submitted by: Ms. Preethi

PSIS Librarian

Signature of Principal:

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