



برایت رایدرز سکول
BRIGHT RIDERS
SCHOOL

LIBRARY POLICY

Drafting Date: 15/09/2018

Date of Next Review: 30/09/2018

Authorized Signatories:

BRS Ventures Education Head:
Signature:

Principal:
Signature:

Vice Principal:
Signature:

Name: Ms. Nikhat Azam

Name: Ms. Deepa Shetty

Name: Ms. Uzra Jamal

Bright Riders School Dubai 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. Each class is allotted one period per week. All students must report to the library on time.

BORROWING BOOKS

- 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.
- Every student can borrow books to carry home for a period of one week.
- Students can extend the borrowing period and keep the book with them for one more week (2 weeks in total).
- Maintenance and return of the books issued is the responsibility of the user.
- Tampering or loss of a book /resource material will result in penalty of the cost of the item or they have to replace the same book.
- All reference material is to be used within the school hours by students.
- Staff members are permitted to avail any resource material for 10 days on renewable basis.
- No book / resource material can be issued without proper check and entry of the same in the Library module of the school ERP system.
- 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 the case of a student).
- Books for borrowing are arranged by
 - fiction and non-fiction books
 - age group (fiction books), and therefore by reading level.

Two computers are designated for the purpose of e-learning or academic learning and to online research under the supervision of a librarian.

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 (apart from drinking water) at any time.
- Do not take books into the playground.
- Always treat the books with care and respect (don't tear pages out, don't write in them...).
- 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.
- Desktop and laptop may only be used for work purposes and not for games.
- 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.
- No books will be lent during summer or winter vacation.
- No reference books or magazine will be lent out.
- 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/authorized staff.

Library Rules at BRS

- *L: Listen to the Librarian's instructions.*
- *I: Inquire (Ask) for any assistance required.*
- *B: Be respectful to study material, librarian and your friends.*
- *R: Read and discuss quietly.*
- *A: Always ask permission if you want to change your book.*
- *R: Return library books in proper condition within the given time frame.*
- *Y: Your teacher needs a feedback on the book you read.*

Library Timing: 07:40am -2:45pm (Sunday to Thursday).

Lunch break: The Library will be open during small break and lunch breaks.

All classes have a time slot of 45 min in a week for reading books.