Learning Resource Centre LRC (Library) Policy Document

RATIONALE

The British International School Riyadh Learning Resource Centre LRC (Library) provides information services that encourage students to become responsible users of information.

It is our aim to equip our students with skills necessary in making them life-long learners. Enabling them to make informed decisions relating to the accuracy, reliability, quality and relevance of the information they access.

We empower students to seek solutions and solve problems. We challenge our students to explore and question and express themselves confidently.

The Learning Resource Centre LRC (Library) is open to all BISR students and teachers.

The aims of this policy are to:

• Support and enhance the educational goals outlined in the School's Mission Statement and curriculum
• Develop life long learning skills and support and encourage students to be become responsible users of information
• Provide the School community with a wide range of information resources and educate them on its proper usage
• Encourage, accept and embrace cultural diversity, social awareness and sensitivity

Achieving the aims and objectives:

The School Learning Resource Centre LRC (Library) fulfils these objectives by developing policies and services to support the School Community.

• To support and enhance educational goals as outlined in the School's Mission Statement and curriculum.

LRC (Library) staff work closely and have a strong bond with curriculum and year leaders, teachers, learning support, students and administrators seeking input and feedback on the provision of services. In addition library education programmes are offered to support the curriculum and information literacy. English classes participate in these programmes, promoting wide reading as a valued and enjoyable activity among students.

• To develop lifelong learning skills and to support and encourage students to become responsible users of information.
The Learning Resource Centre LRC (Library) offers programmes and advice that encourage students to be selective about what they read and make informed judgements about the accuracy, reliability, quality and relevance of information they access.

- **To provide the School community with a wide range of information resources and educate them on its proper usage.**

The Learning Resource Centre LRC (library) provides relevant, contemporary resource collections that include both hard copy and digital materials.

The Learning Resource Centre LRC (Library) currently subscribe to the National Geographic magazine (since May 2013). A proposal has been submitted for Britannica Schools online (October 2013).

All computers in the Learning Resource Centre LRC (Library) are networked and have Internet access; there is also Wi-Fi access in the KS3 library and the KS2 library for staff using iPads. An online public access catalogue of the schools library collection is available on the school network.

Students are provided with training on the use of the Learning Resource Centre LRC (Library) resources.

- **To encourage cultural and social awareness and sensitivity**

The Learning Resource Centre LRC (Library) together with The Arabic Department and the Modern Foreign language (MFL) department have collections of resources that reflect the cultural diversity of the school. Resources are available in English, Arabic, French and Spanish.

The Learning Resource Centre LRC (Library) also has a "forbidden" cupboard containing resources from other cultures, festivals and religions. These are available to teachers upon request but are not openly displayed as not to cause offence to our Saudi Arabian friends.

**Role and responsibilities**

**The Senior Management Leaders (SLT) will:**

- Support the rationale, aims and objectives the policy and promote this to the wider school community and the School's Governing body
- Ensure provision of adequate budgetary and personnel support to successfully achieve the aims and injections of the policy

**Learning Resource Centre LRC (Library) staff will:**

- Adhere to the policy and apply it in their daily work practices
- Work in partnership with teachers and students to ensure its aims and objectives of the policy are widely understood and implemented

**Teachers will:**

- Work in partnership with the Learning Resource Staff (Library) and committees to contribute to the development of the Learning Resource Centre LRC(Library) collections and services provided
- Ensure that sir classes are made aware of and adhere to the code of conduct for the Learning Resource Centre LRC (Library)
- Be aware of and support the aims and objectives of the policy
Students will be encouraged to:

- Be aware of the Learning Resource Centre LRC(Library) policy and procedures and adhere to the conditions relating to the borrowing, loss of books, computer usage,
- Respect Learning Resource Centre LRC(Library) property
- Adhere to the code of conduct. see Appendix B

Parents will be expected to:

- Be aware of and support the aims and objectives of the policy,
- Encourage their children to be responsible users of information and read as widely as possible
Appendix A

Learning Resource Centre LRC (Library) Operation - Issuing and Returning Books

The BISR Learning Resource Centre LRC (Library) is open Sunday - Thursday from 07.50 am to 4.00 pm.

The Key Stage 2 library is open at the following times for students:

1st break          Years 3 & 4
2nd break.          Years 5 & 6

The Key Stage 3 & 4 library is open at the following times for students:

1st break          All senior students
2nd break.          All senior students

The LRC (library) is also used for Homework Club ECA and this is supervised by LRC (library) staff during the hours of 3.00pm to 4pm. Books can also be issued and returned during this time.

In the primary school Learning Resource Centre LRC (library), students are allowed to borrow items for 7 days. Students can borrow:

<table>
<thead>
<tr>
<th>Foundation Stage 1 &amp; 2</th>
<th>1 item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 1 - 6</td>
<td>2 items</td>
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</table>

In the senior school LRC (library), students can borrow items for 14 days. Students can borrow:

| Years 7-13.                         | 3 items         |

All items need to be checked by for the LRC (library) staff and can be renewed further until such time as the student has completed the book.

If students do not return books on time, they will be disallowed from borrowing further books until the outstanding books have been returned.

Failure to return books at the end of the academic year will result in a "Lost Book letter" being issued to students continuing with their education at BISR. If students are on the "Leavers List" this will result in the price of the book being debited from their book deposit fee. See Appendix A - Missing Lost Items

All members of permanent staff are allowed to borrow books from the LRC (library) for a period of 100 days. Lost items must be replaced or paid for by the staff concerned.

<table>
<thead>
<tr>
<th>Staff members &amp; teachers.</th>
<th>20 items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum &amp; Year Leaders.</td>
<td>100 items</td>
</tr>
</tbody>
</table>

Text books

The senior school LRC (library) keeps a record of the text books issued to senior students through the Eclipse library system. When students are issued with text books in class they have to check them out from the LRC (library). When leaving school the same policy applies as for returning books.

In the primary school teachers take responsibility for text books and the books are not checked out via the LRC (library).
Cataloguing/Classification of resources

Non-fiction: The Dewey decimal classification (DDC) System (23rd edition), subject headings are the bibliographic tools used for cataloguing non-fiction resources. The Dewey System is modified to suit the collection requirements.

Due to the nature of BISR being located in Riyadh, Saudi Arabia the teachings of religions other than Islam is prohibited, therefore no resources will be visibly located in the DDC 200 section.

- In the senior school non-fiction books have a green dot placed above the DDC number (green dot non fiction)
- In the Foundation and Key Stage 1 library non-fiction books are labelled blue
- Reference materials that are not for loan have "Library Use Only" or "REF ONLY" stickers placed at the bottom of the spine as well as inside the front and back of the book. Many of these books are integrated with other non-fiction resources as well as being available from the "Reference" Section. The data on these books has been entered on the Eclipse system so that a borrower cannot issue this material
- Text books are entered in the LRC (library) system but are not given DDC numbers

Fiction: Books are catalogued and colour coded according to reading levels and are shelved alphabetically by the first three letters of the author’s surname. For example:

- White: Foundation
- White: Key Stage 1
- White: Key Stage 2
- Green: Key Stage 3
- Pink: Key Stage 4

- In the primary school there is a wide selection of easy picture, touch and feel, sounds and board books available for early year readers in Foundation 1 & 2. These are labelled white fiction and are catalogued using the first letter of the author’s surname which is in capital letters. These are separated from other books and are located next to the comfortable seating area on the back wall
- For Year 1 and year 2 these books will also be labelled white with the exception of Year 2 books which also have an orange band on the spine and are kept in the year 2 area
- Students are challenged and are encouraged whenever possible to enjoy books from different key stages

Selection and acquisition procedure

Selection is based on requirements to support the School's curriculum. Requirements are identified by curriculum, year leaders and the literacy co-ordinator. The LRC (library) staff constantly research new material from a variety of sources including literacy websites and links, student recommendations and based on popularity of resources.

The budget is allocated at the beginning of the school year and the LRC’s (library) acquire resources throughout the year based on the identified needs. All purchasing is done via The Purchasing and Facilities Manager, where possible this is ordered from local vendors in order to be cost effective.

Censorship and challenged books

There is no direct censorship at the BISR LRC (library), instead students are guided and have structured reading programmes that LRC staff and teachers monitor.

The LRC collection reflects the cultural diversity of the school community. However, there will be times when parents or school administrators may question the appropriateness of a book in a
collection. Such books are known as "challenged books". It is the LRC (library) policy that these concerns should be taken seriously.

- If a parent or BISR teacher or administrators have questions regarding a book or other library material, they should discuss their concerns with the Librarians and the Library Manager. In most cases the issue can be resolved immediately
- When immediate judgement on the appropriateness of the item is not possible, the following steps may be carried out:

1. The librarian will read the book
2. Another independent person will be asked to read the book
3. The librarian and the reviewer will discuss the book and the librarian will then inform the relevant teacher of the results of the process and ask for comments or recommendations from them
4. After a decision is made regarding the material, the complainant will receive a written explanation of the decision
5. There are three possible outcomes of this process:

- The LRC (library) will remove the book
- The LRC (library) will keep the book but move it to a different Key stage and apply notes on the Eclipse system as well as on the resource for future borrowers
- The book will remain where it is, as it is. Materials condoning illegal acts such as making drugs, bombs or instigating an armed rebellion will NOT be considered for selection in the BISR LRC (library)

**Weeding procedure**

Systematic weeding of the collection is conducted throughout the year by LRC (library staff). During this process, damaged items, dated material and copies surplus to requirement or unused resources are identified for removal from the collection. This allows for more current and relevant resources.

**Factors that may be considered when deciding on replete to include:**

- Numbers of copies of a title the LRC has
- The condition if existing copies
- Availability of newer materials on the subject
- Relevance of the material to the curriculum
- It's cost

**Donations**

Donations of books and other materials are a sign of interest in the LRC (library) as well as a practical means of support.

Gifts of books and other materials are accepted on the understanding that the LRC (library) may make use of the material as appropriate. Items not required will be sold at one of our LRC (library) sale events or donated to the Indian School in Riyadh.

**Preservation**

Resources that show signs of mould or rot are discarded as this can spread to the rest of the collection. There are currently no procedures in place to prevent the resources from developing mould.
LRC (library) staff repair books that are not extensively damaged. When deciding whether to repair a dated book, staff considers the resources need to repair it (time, money, supplies and expertise) versus the item's value to the collection and replacement cost.

**Missing/Lost Items**

If a book is lost or damaged the borrower must either replace or pay for the cost of replacement. Students will not get final leaving clearance from School if borrowed items are not returned/replaced or paid for.

- A student is given three overdue notices. The third notice, which is also the last notice, asks the student to replace or pay for the lost book.
- In case of book replacement, the LRC (library) prefers that the book replaced is the same as the book lost. If payment is made for lost items this should be made to the Accounts Department and a receipt obtained. The student will the. Bring the receipt back to the LRC (library) and the fine will be cancelled and the borrowers privileges restored.
- If the lost book is found within the school year and has not been damaged, the student may be eligible for a refund. Payment for replaced books that have already been purchased by the LRC (library) will not be refunded.
- If items are lost by staff then these also need to be replaced or paid for.

**'Fine' System**

In order to encourage the return of library books on time we operate a ‘fine’ system in both the Key Stage 2 and the Key Stage 3 & 4 (senior) libraries.

In the case of the Key Stage library this activates if the book is not returned within 14 days of issue (7 day borrowing period + 7 day grace period). Overdue book fines become due if the book is not returned within the grace period. They are charged at 1 SAR per day and automatically default to the first day the book became overdue. We are also unable to issue any new books until the previous ones have been returned or the overdue fine is paid. If children forget their books on library day or are away from school due to ill health, they must please ensure that the books are returned on the first day of their return to school.

In the case of the Key Stage 3 library this activates if a book is not returned within 21 days of issue (14 day borrowing period + 7 day grace period). Overdue book fines become due if the books are not returned within the grace period. They are charged at 1 SAR per day and automatically default to the first day the book became overdue. Again, as above new books cannot be issued until the previous ones have been returned or the overdue fine is paid. The same policy exists with regards to illness or absence from school.

**Media Policy**

**Electronic Information**

Both the Key Stage 2 and the Key Stage 3 library provide internet access for students.

- Social networking sites including Facebook, Ask.fm, Twitter, Skype, Instagram, online chat, sites, online shopping, and other inappropriate computer usage are prohibited to access on school resources.
- Academic use will always have priority over recreational use.
- Educational sites such as Mymaths and LinguaScope are acceptable to use.
- There is no printing access for students in the LRC (library), students have to save their work to their appropriate folder or save onto a USB drive.
Contacting Us

For any library concerns and queries parents can email library staff at any time or send a note into school with their child. They can also telephone the library through the school switchboard on 248 1521 ext 118.

If parents wish to arrange to meet to discuss their child or to schedule a visit to the library please contact Mrs Coultham our Library manager who will happily arrange a mutually convenient time for the visit or meeting to take place.

We aim to acknowledge any correspondence received within 24 hours, and respond in full as quickly as possible.
Appendix B

Code of Conduct in the LRC’s (Library)

• Resources in the LRC’s are for the use of the BISR students and staff. It is important to ensure that everyone has fair and equal access to all available resources, and are able to work in an atmosphere that is conducive to study
• The LRC’s are a place for reading, research and study and students are required to work and move around quietly
• Users are required to show respect and consideration for other students using the LRC (library). Conversation is not discouraged but students are required to speak softly
• Users are required to show respect for LRC property
• With the exception of bottled water eating and drinking is prohibited in the LRC’s (library) unless permission has been obtained from a member of the LRC (library) staff
• Chewing gum is prohibited in school and in the library. Students will be asked to dispose of it if caught chewing
• School bags should be left outside in either lockers or at the main entrance
• Mobile phones are not to be used in the LRC (library)
• Books and magazines that are not being checked out should either be returned to the shelves or put back on display
• If chairs are moved to other tables or areas within the LRC (library) these must be returned to their original place
• Computers in the LRC (library) May only be used for school work on trusted school web sites.
• If the LRC’s are to be used as a venue for other activities, permission must be obtained from the Library Manager