



# DGPS Library Policy 2023-24

## **Motto**

Learning Together, Growing Together

## **Vision & Values**

At Dove Green, we are creating a world class British school that promotes a respectful, happy, caring and inclusive community. We strive to prepare all students to become lifelong learners and responsible citizens, ready to meet the challenges of the future. In partnership with families and the wider community, our goal is to create purposeful, enriched opportunities for students that inspire them to become leaders of their own learning and develop the knowledge, critical thinking skills, and character necessary to succeed in an ever-changing world. We are dedicated to providing stimulating learning experiences through an evolving, challenging curriculum, fully reflecting the culture of the UAE and the wider world.

## **DGPS Way**

At Dove Green Private School, we are:

**Determined learners**  
**Global thinkers**  
**Positive achievers**  
**Striving for success**

The purpose of the library:

- To provide children with a stimulating environment in which they feel comfortable.
- To give the children an opportunity to select texts and materials of their choice.
- To celebrate reading within the school and to welcome in the wider community.
- To allow the children to enjoy their library visit and be confident within their own abilities to use the library system independently.
- To develop the library skills of the children.
- To ensure that available resources are current and that they reflect the needs of the curriculum and children.
- To develop critical thinkers through various resources, activities and questioning,

Responsibilities:

***Library Coordinator***

- To oversee the running of the library in the School
- To be in charge of the budget for the year and, with the help of the library team, will gather new resources for the library.
- To liaise with the Curriculum team to ensure the library is supporting the material covered in class.
- To write and review the action plan for the library, ensuring it links to the overall school action plan.
- To liaise with the Librarian, to ensure that all books are checked before they are catalogued, to ensure they are suitable for the Middle East.
- To lead the organisation of book fairs.

***Head Librarian***

- To be in charge of the day-to-day running of the library.
- To organise the library activities for each year group, linking to the curriculum, whilst being able to embed their library skills.
- To support the library monitors (if in place) in their weekly jobs and to teach them the skills needed to do their job effectively.
- To liaise with the Library coordinator, to ensure that all books are checked before they are catalogued, to ensure they are suitable for the Middle East.
- To support the organisation of the book fairs.

***Librarians (Where in place)***

- To maintain and tidy the library and repair books when needed.
- To update the class lists to accommodate for any children who may have joined or left the school.
- To prepare lists of children who have an overdue library book.
- To select books that are appropriate for different age groups, provide a balance of different viewpoints, cater for different learning styles and are culturally aware. These books are to be displayed in the correct curriculum area.
- To catalogue new books using the library software.

**Library procedures:**

- Students are to visit the library once a week, in their allocated library slot and at other times by arrangement.
- They may borrow one or 2 books at a time.
- Students are permitted to access the library during break or lunch times, if they wish to take books out more regularly, however, they must be scanned out of the system.
- If a book has not been handed back after a week a verbal reminder will be given.
- If a book has not been handed back after two weeks, a letter will be sent home.
- All loans are to be returned in the second last week of term to allow for collection, maintenance and cataloguing.
- Library staff will request parental assistance and/or payment for unreturned books that are one term overdue. Payment to be made to accountants or a replacement is to be given to the library.
- Staff may borrow books for one term. These books are to be given back in the second last week of term.

**Signed:**



**Print Name:** Christopher Seeley

**Designation:** Principal DGPS

**Date:** September 2023

**Next Review:** September 2024

