

Al Rawabi Middle & High School - Library Users Policy

1. Terminology

- **Library** refers to Alrawabi Private High School Library
- **Patron** refers to library users (Students, Teachers, and Admin)
- **DDC** refers to Dewey decimal classification

2. Library operating hours

- Sunday to Thursday from 7:00 am till 3:00 pm (Middle and High School)
Ramadan Timing:
Sunday to Thursday from 7:30 am till 1:30 pm

3. Library access schedule

- Students are allowed to borrow and return books during their library period classes with their teachers, between classes and for 20 minutes after their last period.
- The library is available for patrons during all break times. Exceptions would be made according to the librarian duty break weekly schedule and meetings.
- Library booking rules for period classes
 - Teachers must book their library class using the excel sheet link sent to all teachers in the beginning of each semester
 - Teachers can book a session in the library or request books to be used inside the classroom. The librarian will provide the requested books to be used for one class only, and the teacher is responsible for returning the books to the library afterwards
 - Teachers must follow the schedule timing and venue
 - Teachers must fill in the attendance sheet with their students' names and book titles they read during the class for quality purposes
 - Teachers must make sure their students leave their books on the right shelf before leaving the library
 - Teachers must be in the library during the whole class and never leave students in the library unattended
 - Librarian must provide help with book choices and research all the times.

4. Classification of the Library Books

The library is using the Dewey decimal classification to facilitate finding and returning books on its shelves.

The Dewey Decimal Classification (DDC) is structured around ten main classes covering the entire world of knowledge. Each main class is further structured into ten hierarchical divisions, each having ten divisions of increasing specificity.

Dewey Classification Main Classes:

- 000 – Computer Science: information and general works
- 100 – Philosophy and Psychology
- 200 – Religion
- 300 – Social Sciences
- 400 – Language
- 500 – Pure Science
- 600 – Technology
- 700 – Arts and Recreation
- 800 – Literature
- 900 – History and Geography

5. Borrowing and returning Rules

- **Borrowing rules:**
 - a) Each student can borrow only one Arabic book and one English book at a time
 - b) Maximum borrowing period is two weeks
 - c) Books must be returned only to the librarian. Books should not be left in the students' class, canteen, or put back on shelves without checking it in by the librarian first.
- **Library Manners:**
 - a) Students are not allowed to enter the library while the librarian is out.
 - b) Students must keep quite all times during their attendance in the library
 - c) No food or drinks are allowed inside the library
 - d) Running is strictly forbidden in the library. Students who may act otherwise will not be allowed in the library for one week.
 - e) Students must listen to the librarian instructions and abide by them.
 - f) Writing, coloring, cutting of book pages or covers are not allowed.
 - g) Students who are reading inside the library are requested to return their books to the exact same shelf after finishing, based on the shelves instruction signs, shared in the library.
 - h) Students must keep the library clean all the times.
 - i) Students must attend library only for reading or borrowing and returning books, no studying or playing is allowed in the library.



- **Lost, Damaged, and Overdue Books Policy:**
 - a) In the case of lost or damaged library material, a library patron may elect to replace the material with an acceptable copy. The Librarian must approve the replacement item.
 - b) If the patron was not able to replace the lost or damaged library material with an acceptable copy, the librarian will look up the material cost and patron must pay the determined amount before being able to use the library again.
 - c) In all cases of lost or damaged library materials, patrons will have to pay a 1 BHD fine for the extra processing required.
 - d) In all cases of lost or damaged library materials, patrons will be prohibited from using the library for one week.
 - e) In the case of damaged material, if the librarian decided that the damage can be fixed, the patron will pay a fine of 1 BHD for negligence, but will not be prohibited from using the library.
 - f) In the case of overdue materials for one week or less, the patron will be prohibited from using the library for the same number of days the material was delayed.
 - g) In the case of overdue materials for more than one week, a fine of 100 fils per day will be calculated, and the patron must pay it to be able to use the library again, one a week after the payment of the fine.