

Al Rawabi Private School - Library Users Policy

1. Terminology

- **Library** refers to Alrawabi Primary School Library
- **Patron** refers to library users (Students, Teachers, and Admin)

2. Library operating hours

- Sunday to Thursday from 7:00 am till 1:00 pm

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, and also during break time according to the library break time schedule.
- Library Break time schedule
 - **Primary School**
 - Sunday – Grade 1
 - Monday – Grade 2
 - Tuesday – Grade 3
 - Wednesday – Grade 4
 - Thursday – Grade 5
- 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 class either in the library or in the canteen, and the librarian will provide suitable books for both classes
 - 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 following color codes to facilitate finding and returning books on its shelves:

English books by grade:

Grade 1



Grade 2



Grade 3



Grade 4



Grade 5



Arabic books by grade:

Grade 1



Grade 2



Grade 3



Grade 4



Grade 5



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 one week
 - 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) Students must bring along their library cards in order to be able to borrow books
 - g) Writing, coloring, cutting of book pages or covers are not allowed.
 - h) Students who are reading inside the library are requested to return their books to the exact same shelf after finishing, based on the color schema and the shelves instruction signs shared in the library.
 - i) Students must keep the library clean all the times.
 - j) 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.