

Al Ittihad National Private School
Al Ain



Library Utilization Policy

AY 2024-2025

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I. Aim

To provide a well-organized, inclusive, and resource-rich library environment that supports the academic, cultural, and personal growth of students, teachers, and staff in alignment with ADEK (Abu Dhabi Department of Education and Knowledge) compliance policy and international educational standards.

II. Objectives

- Foster a culture of reading, research, and independent learning.
- Ensure access to diverse resources that support the school curriculum and cater to various learning needs.
- Encourage collaboration, creativity, and lifelong learning habits among students, teachers, and staff.

III. Purpose

The library aims to be an essential part of the educational experience by providing students, teachers, and staff access to diverse literature, informational resources, and technology tools. This will facilitate the development of information literacy, critical thinking, and support academic success.

IV. Guidelines for a Librarian

4.1 Resource Management

- Regularly assess and update the collection to meet the curricular, extra-curricular, and professional development needs of students, teachers, and staff.
- Ensure that resources are age-appropriate, culturally diverse, and reflect current knowledge and values.

4.2 Library Accessibility

- Maintain an inclusive and accessible library environment for all students, including those with special needs.
- Implement strategies to encourage students, teachers, and staff to utilize the library's resources for both academic and recreational purposes.

4.3 Collaboration with Teachers

- Collaborate with teachers to integrate library resources into the curriculum effectively by developing research assignments, reading lists, and class projects.
- Provide specialized resources and support for teachers' professional development and instructional planning.

4.4 Supporting Student and Staff Literacy

- Develop and promote programs and activities to enhance reading and information literacy for students across all grade levels.
- Assist staff in accessing materials and resources that aid in teaching, administrative tasks, and professional growth.

4.5 Compliance

- Ensure that all library practices comply with ADEK standards, including the selection of materials, library environment, and access.

V. Utilization of the Library by Teachers, Students, and Staff

5.1 Student

- Students can use the library for class-related research, independent reading, and completing assignments.
- Encourage regular student visits by integrating library resources into curriculum activities and promoting reading programs or clubs.

5.2 Teachers

- Teachers can utilize the library to access resources for lesson planning, professional development, and classroom instruction.

- Collaborate with the librarian to schedule classroom visits to the library for research, project work, and reading sessions.

5.3 Staff

- The library also serves as a resource center for non-teaching staff, providing access to professional development materials, research resources, and administrative support literature.

VI. Role of the Librarian

The librarian plays a critical role in managing, organizing, and facilitating the use of library resources. The librarian's responsibilities include:

- **Collection Management:** Select, organize, and maintain a diverse collection of print and digital materials that support the curriculum and the informational needs of the school community.
- **Information Literacy Instruction:** Teach students, teachers, and staff how to locate, evaluate, and effectively use information in various formats, promoting research and critical thinking skills.
- **Program Development:** Organize programs that promote reading, literacy, and the responsible use of technology, such as book clubs, reading challenges, and research workshops.
- **Collaboration and Support:** Act as a partner to teachers and staff, assisting them in incorporating library resources into lessons and providing one-on-one support in accessing materials for both professional and academic purposes.
- **Technology Integration:** Manage the library's digital resources, including the Follett Library System, and guide users on how to utilize the online catalog, e-books, and databases effectively.
- **Administration and Reporting:** Track library usage, manage loans and returns, and produce reports on resource utilization for evaluation and improvement.

VII. Arrangement of the Library (Dewey Decimal Classification)

The library will be arranged using the **Dewey Decimal Classification (DDC)** system to ensure resources are easy to locate and organized systematically:

000-099	Generalities
100-199	Philosophy and Psychology
200-299	Religion
300-399	Social Sciences
400-499	Languages
500-599	Natural Sciences and Mathematics
600-699	Technology (Applied Sciences)
700-799	Arts and Recreation
800-899	Literature
900-999	Geography and History

Books will be clearly labeled with Dewey Decimal numbers and arranged in ascending order for easy access.

VIII. Utilization of Follett Library System

- **Cataloging and Inventory:** Use the *Follett Destiny Library System* to catalog all resources. Ensure that every item is entered into the system with necessary metadata (author, title, subject, etc.).
- **Borrowing and Returns:** Track book loans and returns using the Follett system, allowing real-time monitoring of resources.
- **Reports and Analytics:** Utilize the system's features to generate reports on library usage, inventory status, and to identify patterns in borrowing that may help update resources.
- **User Education:** Provide training sessions for students, teachers, and staff on how to search and access materials using the Follett system, promoting self-sufficiency in resource utilization.

IX. Library Environment and Usage Guidelines

- **Reading Zones:** Designate specific areas for silent reading, group work, and computer use.

- **Technology Integration:** Provide computers or tablets with internet access to allow students and staff to conduct research and utilize online databases.
- **Behavior Expectations:** Establish clear behavior guidelines to ensure a productive and respectful library environment for all users.

X. Monitoring and Evaluation

- **Library Assessment:** Conduct regular evaluations to ensure the library's resources and services meet the needs of students, teachers, and staff. Gather feedback from users and make necessary adjustments.
- **Professional Development:** Encourage the librarian to participate in continuous professional development to stay updated with best practices in library management and ADEK compliance requirements.

This policy ensures that the library serves as a dynamic resource for students, teachers, and staff, providing a well-rounded environment for reading, research, and collaboration.

XI. Disclaimer

Disclaimer

This policy was developed by Al Ittihad National Private School. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

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Date created: October 2024

Date reviewed: October 2024