

LIBRARY POLICY

POLICY INFORMATION

Policy Owner	Librarians
Applicable To	Students – Staff - Parents
Last Updated	2024
Next Review Date	2027

Policy Review and Amendment

The Lebanese School Qatar reserves the right to review, amend, or update this policy at any time to ensure alignment with school needs, applicable regulations, accreditation requirements, and best educational practices. Any approved revisions shall take effect from the date of publication unless otherwise specified.

1. INTRODUCTION

The library at the Lebanese School of Qatar serves as a center for academic growth and collaboration. It provides a structured environment for research, study, and productive work. With an extensive collection of books and digital resources, the library supports literacy, inquiry, and lifelong learning. Committed to enhancing the educational experience, it offers guidance on resource utilization and fosters a culture of academic integrity and knowledge exploration.

2. PURPOSE

In implementing this policy, our aim is to:

1. Create a safe space for students and staff to occupy respectfully by setting rules that increase productivity.
2. Regulate the circulation of books and resources properly through the library management system.
3. Establish routines for inventory and weeding processes.
4. Encourage teachers to book library spaces for class visits and sessions.
5. Instill a sense of responsibility in students regarding academic integrity.
6. Equip students with the skills necessary to navigate, evaluate, and utilize digital information effectively and ethically.
7. Offer diverse resources, including digital media and interactive tools, to foster multiliteracy skills like reading, digital literacy, and cross-cultural understanding.

3. ROLES AND RESPONSIBILITIES

School Leadership Team

1. Support the librarians in implementing the policy by communicating the rules to their staff.
2. Review and update the library policy accordingly.
3. Consult with staff on library requests.

Librarian

1. Curate and manage the library's collection, ensuring access to a wide range of educational and recreational materials.
2. Ensure that all library resources comply with the guidelines and standards set by the Ministry of Education and Higher Education.
3. Assist users in locating and using resources effectively, both print and digital.
4. Provide instruction in research skills, digital literacy, and information evaluation.
5. Collaborate with teachers to integrate library resources into classroom learning and support the curriculum.
6. Maintain a welcoming, organized environment which encourages productive study and research.
7. Guide users in ethical and responsible use of information, including understanding copyright and plagiarism policies.
8. Stay updated on new educational technologies and resources to better support the needs of the school community.
9. Develop and execute programs to improve student literacy and multiliteracies.

10. Assist teachers with initiatives such as literacy sessions and providing educational resources on academic integrity and library usage.
11. Promote new reading lists, library campaigns, and resources that support literacy.
12. Promote the library and its activities across the school.
13. Orient library users on the online resources available to aid them in research and work.
14. Write and review the library policy accordingly.

User

1. Engage with resources to enhance understanding, conduct research, and complete work.
2. Utilize both print and digital resources for academic or personal inquiries.
3. Borrow books for leisure and personal enrichment, fostering a love for reading.
4. Use the library as a space for group work, study sessions, and collaborative projects.
5. Access and utilize digital tools and resources for various educational or research purposes.
6. Handle books, digital tools, and other library materials with care, ensuring that resources are returned on time and in good condition.
7. Refrain from eating or leaving personal items behind for the whole day.

4. LIBRARY SPACE RULES

The LSQ library maintains a set of rules to ensure peace and harmony among its users:

1. Maintain the cleanliness of the library.
2. All books must be checked out through the librarian before borrowing.
3. Any large meetings must be scheduled in advance.
4. Directives and requests of the librarian must be complied with.
5. Loud talking, laughing, and consuming food or drinks are not permitted, except for water or beverages in a closed mug.
6. Personal belongings must not be left unattended for an extended period.

5. PROCESS TO SCHEDULING THE LIBRARY SPACE

All class visits and events hosted in the library must be scheduled in advance to prevent conflicts. Requests for library space must be submitted to the librarian either in person or via email. The schedule is maintained and updated regularly to ensure proper tracking.

6. WEEDING PROCESS

To ensure that the library collection remains relevant and complies with the guidelines set by the Ministry of Education and Higher Education, a continuous weeding process is implemented. The process includes the following steps:

1. The librarian conducts regular reviews of books to assess their physical condition and content.
2. Books deemed too damaged or unfit based on the Ministry's guidelines are identified for removal. This decision is made by the Learning Resources Committee.
3. A list of removed books, including at least the title and ISBN, is compiled.
4. The list is submitted to the Finance and Business Manager for approval.
5. Upon approval, the list is forwarded to the Operations Manager to proceed with the removal process.

7. CIRCULATION RULES

Any material that belongs to the library must be checked out by the librarian through the library management system.

	Checkout Limit	Loan Period	Renewable
Staff	10 Books	14 Days	2
Students	4 Books	14 Days	2

In case of any delays in returning or damaging the book, the following consequences will take place:

Violation	Consequence	
Lost or Damaged Book	QR 50 (Replacement Cost)	
Delayed Return	QR 25 (3-5 days overdue)	QR 40 (4-10 days overdue)

- Reminders will be sent to return books before they are overdue.
- The librarian must inform the Finance Manager or Senior Accountant in case any of the above issues occur to apply and settle the appropriate fine.
- Users are not permitted to borrow books before submitting a receipt confirming the settlement.