LIBRARY POLICY

LIBRARY AND INFORMATION CENTRE	
PERSON RESPONSIBLE	LATHA ANILKUMAR
COORDINATOR	MEKHA KRISHNA
REVIEW DATE	APRIL 2026
REVIEWED BY	MEKHA KRISHNA
APPROVED DATE	01 MAY 2026
APPROVED BY	SLT
DATE OF NEXT REVIEW	APRIL 2027
RELATED POLICIES	-

AAES LIBRARY AND INFORMATION CENTRE

The Al Ameer English School Library and Information Centre provides information, inculcates ideas, and develops knowledge that is also essential to functioning successfully in today's information and knowledge based society. AAES library provides academic resources for all constituents of the school – student, faculty, administrative staff and support staff. The library strives to make resources readily accessible when and wherever they are needed to enhance and promote the total growth and development of students. The library endeavors to provide students with opportunities to learn how to utilize materials in a variety of formats to access information so that they can continue lifelong learning skills and develop in them creative thinking and imagination, and enabling them to live as ideal and responsible citizens.

LIBRARIAN : MEKHA KRISHNA

AAES LIBRARY

AAES LIBRARY AIMS AND OBJECTIVES

The Library, in conjunction with other departments and staff within the school, works towards achieving the following aims and objectives:

- Be the knowledge hub of the school and disseminate knowledge as widely as possible.
- Facilitate creation of new knowledge.
- Facilitate optimal use of knowledge by all staff and students.
- Ensure easy access to the facilities available to all staff and students.
- Encourage and foster reading habit among staff and students.
- Effectively participate in the teaching-learning programmes of the school.
- To provide a supportive and stimulating environment for students and staff.
- To encourage all students to reach their full potential as independent learners and develop a positive attitude to life-long learning.
- To foster the enjoyment of reading as a recreational activity in all members of the school.
- To support The Al Ameer School curriculum by providing access to relevant resources for students and staff.
- To provide resources (as appropriate) to support and develop the recreational interests of the students.
- To provide the opportunities for the students to develop the knowledge and skills necessary to access library resources.

- To develop an awareness in students of the importance of books and other resources as a means of recording and sharing human achievements, failures and aspirations.
- To contribute to the development of positive personal attributes within each student.

RESPONSIBILITIES OF THE LIBRARIAN

- To classify and catalogue school book resources using the software installed in the computer and to continually update the library records. This includes pupils books, teacher resources, and audio visual materials across the subject areas.
- To issue books to pupils and staff using the computer system.
- Collaborating with teachers to plan and implement instructional units integrating resources of the library with the classroom curriculum.
- Ensuring students have access to the library at the point need for class related research, independent reading and personal enquiry.
- Providing a welcoming and respectful climate in the library.
- Developing and implementing reading initiatives to motivate and engage students in independent reading.
- Establishing, maintain and updating an automated catalog and organizing the collection using orison library management software.
- Documenting, reporting and maintaining records of use of library resources.
- To be responsible for sending mails to the teachers / supervisor where the pupils books are for overdue or lost to inform the parents.
- To be responsible for keeping the Library a pleasant and happy place to be.

GENERAL GUIDELINES

- AAES library is maintaining a well-rounded core collection including reference materials to satisfy the regular needs of the staff and students. The core collection would consist of several copies of textbooks, reference materials related to each subject, costly essential books which would include encyclopaedias, atlas, rare books on particular topics/subjects or exclusive editions of general books.
- Besides the core collection other general (fiction and nonfiction) books for regular issue are available in the library.
- The core collection supplemented through networks, e-resources, etc. to provide better qualitative and quantitative services.

- Library collections are dynamic resources and therefore, there are constant review and renewal of material to ensure that the collections are relevant to the users/stakeholders.
- Weeding out of books should carried out with the approval of the competent authority, at least once in a year
- Categorizing/classifying and indexing of books invariably done
- The library is following open access system.

AAES LIC LOCATION

AAES Library is easily accessible for students and teachers and it is protected from natural elements such as water, fire, sunlight and high humidity. Library has adequate space to accommodate students. The Library has adequate space for keeping the books, periodicals, newspapers, multimedia and other resources.

LIBRARY FURNITURE

AAES Library is equipped with furniture i.e. Shelves, reading tables, circulation counter, etc.

1. Shelves
2. Circulation Table
3. Tables and chairs for learners
4. Journals and periodicals stand

EQUIPMENT

The library has equipments designed according to the standards.

- Computer System:
  Computer for technical processing under library automation and to process library files/documents.
- Barcode printer
- Barcode reader
- Telephone

AAES LIC AUTOMATION

AAES Library is automated with Orison Library software which enables the library process more effective and systematic.

BOOKS CIRCULATION

Books are issued to students for one week and to the teachers for a fortnight. Students of classes V - IX can issue one book at a time and of higher classes can issue two books at a time (only one fiction book at a time). At any given time, on an average, one student is having one book issued. Class Library is maintained for Grade 1 to IV classes.

Library books issuing schedule			
Day	Class	1st Recess	2nd Recess
Monday	5 & 6	Boys	Girls
Tuesday	7 & 8	Boys	Girls
Wednesday	9 & 10	Boys	Girls
Thursday	11 & 12	Boys	Girls

AAES LIBRARY SYSTEMS

Library is managed according to standardized systems and procedures.

CLASSIFICATION SYSTEM

DEWEY DECIMAL CLASSIFICATION system is used to sort resource material according to topic, so that items on the same topic will have the same position on the shelf. This makes the collection accessible to library users. Without classification a collection of learning resources will remain merely an unorganized collection. They are;

DEWEY DECIMAL CLASSIFICATION OF BOOKS

- 000 - GENERALITES
- 004 - INFORMATION TECHNOLOGY
- 030 - ENCYCLOPEDIAS
- 150 - PSYCHOLOGY
- 297 - ISLAMIC BOOKS
- 300 - SOCIAL SCIENCE
- 330 - ECONOMICS
- 370 - EDUCATION
- 423 - DICTIONARIES
- 425 - ENGLISH GRAMMAR & ESSAYS
- 428.24 - ENGLISH LANGUAGE & TEXTBOOKS
- 491.43 - HINDI
- 492 - ARABIC
- 500 - SCIENCE
- 510 - MATHEMATICS
- 530 - PHYSICS
- 540 - CHEMISTRY
- 574 - BIOLOGY
- 613.7 - PHYSICAL EDUCATION
- 657 - ACCOUNTANCY
- 658 - BUSINESS STUDIES
- 741.5 - COMICS
- 823 - SHORT STORIES
- 823 - ENGLISH FICTION
- 891.473 - MALAYALAM
- 900 - HISTORY
- 920 - BIOGRAPHIES
- MISCELLANEOUS

SUBSCRIPTION:

List of Newspapers subcribed:

- Gulf News (English)
- Khaleej Times (English)

CLASS LIBRARY

For Primary classes (1 to IV), class libraries should be set up. These libraries will be under the charge of class teachers and the class teacher will issue books.

- A Class Library Book Issue Register should be maintained by class teacher.
- Books should be displayed in lockable shelves and kept in the class.
- The teacher will issue books to the children during class library periods.
- After every three months another set of books would be issued from the main library.
- The Class teacher would maintain a register to record the details of the issue/return of books to the students so that he/she can track the circulation of books and student's reading behaviour.
- If the books is lost or severely damaged by the user , they have to replace the same book or they will be charged the cost of the book plus a processing fee of AED 20/- (twenty only)

STOCK VERIFICATION AND WEEDING OUT

STOCK VERIFICATION

The primary aim of stock taking is to ascertain if all books that have been accessioned in the library can be accounted for. Stock verification should be conducted annually during the month of March with the help of teachers deputed for the purpose. A stock verification subcommittee will be formed and each member would be allotted a certain number of shelves.

WEEDING OUT

The process of withdrawing documents from the shelves for transferring them to storage or discarding it permanently is defined as weeding. It helps to allow space for new items, ensure easier access to the collection and maintains the currency and quality of the documents. The criteria for selecting documents for weeding out are,

- Physical condition: mutilated, brittle, pest infected
- Duplication: availability of multiple copies of the same documents
- Older outdated editions: text books, study materials based on the old curriculum (one copy may be kept for reference)
- Poor content and use: quality of contents and the documents not in use for a long time.
- Suitability of the subject: documents which are not relevant to the objectives of curriculum or CBSE

LIBRARY FINANCE AND BUDGET ALLOCATION

SOURCES OF FINANCE:

The major sources of Library Finance are:

- Library fee paid by students;
- Grant-in-aid by government;
- Donations;
- Overdue charges realized from the students for late return of books;
- Miscellaneous income (cost of lost books etc.)

BUDGET ALLOCATION:

- Books 50%
- Periodicals/newspapers 10%
- Library Stationery 10%
- Miscellaneous (Library equipment and stacks etc) 20%
- Binding and repair 10%

The amount allocated for books should further be allocated as follows:

- General and recommended books 30%
- Reference books 20%
- Hobby books 10%
- Fiction 30%
- Audio Visual Material 10%

Policies and procedures for students in the Library

- Silence should be observed in the library
- Respect and treat books with care
- All students should have ID card while entering into the library
- Student / Staff must obey directions given by a member of library in order to maintain a safe environment that is conducive for academic study
- Each class is allotted one period per week. All students must report to the library on time
- Students may not eat or use mobile phones.
- Laptops may only be used for work purposes and not for games.
- Students are expected to behave in a responsible manner.

AL AMEER ENGLISH SCHOOL LIBRARY RULES

- Respect and take care of books
- Respect the Students who use library
- Respect the library materials and treat them well
- Respect your classmates

1. All students of the school are members of the library.
2. Bags, Tiffin boxes and other personal belongings must be deposited at the entrance.
3. No eatables are allowed inside the library.
4. Members are free to browse through the books. Books taken out of the shelves must be kept on a table.
5. Reference books and current periodicals will not be issued to any student. These can be read only in the library.
6. Books will be issued to the students, during the library periods and recess. No book will be issued or returned during the teaching hours.
7. A student can borrow only one book at a time for a period of one week.
8. Marking, tearing pages, underlining or writing on library books is strictly forbidden.
9. If the books are not returned / renewed (thrice a book can be renewed) on or before due date will be fined.
10. The librarian may call for a book at any time, even if the normal period of loan has not expired.
11. In case of book is misused, wrongly handled or lost the person concerned will have to replace the book or to pay the value as assessed by the librarian.
12. No Library material(s) can be taken out of the Library without permission.
13. A 'No Dues Certificate' by each student is to be obtained from the librarian while withdrawing any student from the school.
14. Strict silence, decorum and discipline must be maintained in the Library

"Thank you for complying with these rules"

LOAN FACILITIES AND TERMS OF BORROWING

- New books arrived will be kept for display for two weeks and later will be given for circulation.
- Students and staff of the school may borrow books from library.
- Books listed in the library's catalogues are normally available for borrowing with some expectation.
- Students are allowed to borrow two books (only one fiction at a time) for a period of a week. A staff may borrow 2 books (Fiction or non-fiction) at a time for the period of 2 weeks and textbook for the period of one year.
- Support Staff are allowed to borrow one book for a period of one week against their school ID between 01:30p.m - 01:45p.m.
- Students have to borrow, renew or return the books only during their library schedule.
- No books will be lent during vacation.
- No reference books or magazine will be lent out.
- Loans may normally be renewed if the book is not required by the library for another user. Special rules apply for items in high use categories.
- Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.
- All library materials borrowed must be returned within the stipulated loan period.
- If the books is lost or severely damaged by the user , they have to replace the same book or they will be charged the cost of the book plus a processing fee of AED 20/- (twenty only)