



Library Policy

Borrowing

- Students may borrow up to two books; one in English and one in Arabic.
- Books are due one week from checkout date.
- Students may renew a book by bringing it to the librarian for renewal.
- Books must be returned to the library in order to be checked IN-returning them to the classroom or having them in a backpack/bag does not mean they have been returned to the library.

Overdue Books

- Overdue notices are sent home with students through their Supervisors, after an item is overdue. Please check your child's bag or notebook for the notice.
- Overdue books should be returned as soon as possible.
- The school does not charge a late fee for overdue books.

Lost and Damaged Items

- Items are considered LOST when they are 1 month or more overdue.
- You will be charged the replacement cost for lost or seriously damaged items.
- A notice stating the replacement cost will be mailed home to parents/guardians when the item is 1 month overdue.
- Students may not borrow additional items from the school library until the cost for the damaged/lost item is paid. This will continue to the next school year if not paid during the current school year.

Appropriate Library Behavior

The school library is committed to providing all users with an environment that is safe, well-maintained, and conducive to study, read and research. All users are expected to engage in behaviour that is respectful of the facilities, materials and rights of others. Users are also expected to abide the school library rules and regulations.

Computer Use

Computers are provided in the library for research-related and similar learning opportunities. Purely personal use of the computers (for example, non-school related messaging, Facebook, non-educational games) is not allowed.

Donations

The library gratefully accepts all donations of recent books in good condition. Those that meet our selection criteria will be added to the collection. Please visit the library to make appropriate arrangements.