



## Library Policy

### 1. General Information

Sherborne is an international educational institution with state-of-the-art teaching and learning spaces. We create an enriching academic environment for our pupils, where they can achieve academically and holistically, preparing and equipping them for life.

The Sherborne libraries' mission is to ensure that pupils and staff are effective and efficient users and creators of ideas and information. We provide services, information, and technology to support the academic, artistic and recreational needs of the staff, pupils and learning community. We offer a stimulating environment, which encourages a love of reading and learning and promotes literature appreciation and information literacy.

To provide a safe and appropriate environment within the library that allows all patrons to fully use facilities, we propose the following Library Policy.

There are six libraries in the following locations:

Sherborne Qatar - Mall of Qatar

Sherborne Qatar Prep - Bani Hajer

Sherborne Qatar School for Boys - Al Rayyan

Sherborne Qatar School for Girls – Al Ebb

Fiction books are sorted alphabetically by author's surname. Non-fiction books are classified as per Dewey Decimal System. The system categorizes all books into different categories represented by numerical figures as below:

000	Generalities	500	Natural Sciences & Mathematics
100	Philosophy & Psychology	600	Technology (Applied Sciences)
200	Religion	700	The Arts
300	Social Sciences	800	Literature
400	Language	900	Geography & History

## **2. Library Users**

### **Library Book Borrowing Policy**

- EYFS: Pupils may read books in the library; however, borrowing books to take home is not permitted. Pupils can take books from their reading area to read them at home.
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- Key Stage 1 (KS1) & Key Stage 2 (KS2): Pupils may borrow books from their respective libraries for a period of one week. KS2 pupils may borrow up to two books if required for project work, with prior approval from their teacher and in mutual agreement with the librarian.
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- Senior School: Pupils may borrow one book from the library, in addition to a book recommended by their homeroom tutor, for a period of one week. Pupils are also welcome to exchange their books more frequently if they wish. They may visit the library during break times or after school for this purpose.

Staff can borrow two books from any of the Sherborne libraries for a period of two weeks, and teachers can borrow up to 20 books for in-class libraries for a more extended period. However, we encourage you to be mindful of other patrons who may also want to borrow these books. It would be best if the books could be returned to the library at least every month. Teachers wishing to borrow specific books for curriculum topics should request them at least one day before needed, so the Librarian can search and allocate these books to you. In case it is not available, the Librarian will inform you.

### **3. Circulation Policy and Procedure:**

- Teaching staff and others can check out books under their account.
- Only teachers are allowed to check out Teachers' Resources.
- Teachers are responsible for class library books and teachers' resource books; any loss or damage to these books will be charged to the teacher. Make sure you return all books by the end of each term.
- Try to observe loan limits to ensure that unwanted books or resources are kept from the classroom for long periods and help avoid loss of school property and rigorous follow-up at the end of the school year.
- Reference books are not allowed to be checked out, and these can only be used in the library for research purposes.
- Pop-up books must also be handled with care by all patrons. Pop-up books will be allowed only in the library as reference books.

### **4. Overdue Notice**

Any book not returned in due time shall be considered overdue. Library users will not be allowed to borrow a new book until all previously borrowed resources have been returned to the library.

Payment terms if lost by Pupils:

- Teachers & Librarians must send a note to the parents and follow up regularly if the book is not returned on time. This is particularly relevant for younger pupils who may be unable to explain the issue of overdue books to their parents.
- It is the teachers', TA & Librarians' responsibility to remind their pupils to return books on time.
- Overdue notices for pupils are given to teachers during library time.
- Pupils with overdue books cannot borrow new books until outstanding books have been returned.
- Senior pupils will receive notifications via email and their tutors.

Teachers/Teaching Assistants, Bursary and other Educators:

- A list of transaction reports will be delivered every month to inform them of their status.
- Make sure you return all books by the end of each term.
- List will be sent via email.

## **5. Lost/Damaged Books**

### **Payment Procedure for Pupils:**

1. Pupils should return their books within a week. If they need to keep a book for longer, it will need to be renewed at the library. After two weeks, the book must be returned. Pupils cannot keep renewing loans on the same books repeatedly.
2. After one month of non-compliance, the pupils' names with an overdue book will be sent to Finance. Once the amount is paid, it cannot be refunded.
3. If a pupil loses or damages a book, they will be charged for replacing it.
4. The pupil/parents will go to the account's office for payment.

### **Lost or Damaged Books – Staff Guidelines**

1. Staff are responsible for reporting any lost or damaged books immediately.
2. If a book is lost, the staff member must replace it with the same title or an approved equivalent.
3. If a book is damaged beyond repair, the staff member will be required to cover the replacement cost.
4. Minor damage should be reported, then librarian can fix it on time.
5. All replacements or payments must be completed within a set time frame.

## **6. Library Policy and Expectations**

To ensure the library remains a safe, respectful, and productive learning environment, all pupils are expected to follow the guidelines below:

- **No Mobile Phones**  
Mobile phones are not permitted to be used in the library, including by Sixth Form pupils. Any mobile phone found in use will be confiscated by the teacher or librarian.
- **No Food or Drink**  
Food and drink are not allowed in the library as they may damage books and resources. Water may be consumed only if bottles are kept and used in the designated areas outside the library.
- **Secondary Pupils**  
Secondary pupils may not enter the library without permission from their teacher, either in the form of a permission slip or an email.
- **Junior Librarians & privileged pass holders.**  
Junior Librarians & privileged pass holders are permitted to use the library only during break times and after school.
- **Noise Levels**  
Pupils are expected to be considerate of others and maintain a quiet atmosphere in the library.

- **Library Use During Break Times**  
For safeguarding purposes, secondary librarians will issue passes to pupils who wish to use the library during break times. Pupils without passes must seek prior permission from their Head of Year. In certain cases, the librarian may grant access depending on pupil's behaviour.
- **No Bags**  
Bags must be left in classrooms, lockers, or designated areas outside the library. Any items left on the floor may pose a safety hazard, particularly in emergencies.
- **No Sports or Sports Equipment**  
Playing sports or engaging in any impulsive physical activity is strictly prohibited in the library, as it poses health and safety risks. Sports equipment of any kind must be left outside. Pupils should respect the library's purpose, and accompanying staff are expected to ensure appropriate behaviour.
- **Curriculum Resources and Sensitive Materials**  
If a pupil, parent, or staff member finds any content in a resource that causes offence or concern, they should report it to the librarian. The matter will then be referred to the Resource Committee. All complaints will be addressed promptly and courteously, regardless of personal views.

***Note: All resources are scanned under the Ministry Guideline. However, some curriculum resources have been kept separately and are to be handled discreetly and only loaned to teachers.***

- **Library Slots:** The library is booked for Library Lessons, as per the timetable. All pupils should come to the library for their lessons, accompanied by the Teacher or Teaching Assistant.
- **Safety Protocol:** While coming into the Library, all Library users are expected to be sensible and respectful. Pupils should be reminded that Library time is not a free period in a different venue. Pupils should walk in sensibly, and pupils who are seen running in will be asked to leave the library and re-enter walking. Considering the dense layout of the library furniture, pupils will move around cautiously, avoid staying among the shelves longer than is needed and neither run, push or climb on the shelves. If any help is needed to find or reach a book, pupils shall ask the Librarian for help. Teachers escorting pupils are responsible for supervising their groups and ensuring proper use of Library premises and resources.
- **Don't shelve books back incorrectly:** All books should be handled with care and put back correctly in their allocated places. If the Library user is unsure of how/where to put them, ask the Librarian to leave books in the trolley.
- **Check out Procedure:** All Library users can check out books at the end of the lessons. Make the correct choice for your book, which is as per your interest and reading level. All books will be checked out to the user account. No one can borrow books for their friends or under teachers' accounts. Once the books have been scanned onto one user's account, they cannot be swapped with others.

- **Importance of Barcode:** Library users should understand that every book has a unique barcode number. Pupils shall not fiddle with the barcodes. A missing barcode will cause issues when the book is returned and may still appear as loaned in the user's account.
- **Break Time Rule:** Break time is a privilege to encourage pupils to read. Break time in the library is quite a busy time; all pupils should strictly obey Library Rules. Pupils who fail to do so will be asked to leave and may be temporarily banned from the library privilege.
- **Library Monitors:** Many pupils show interest in helping around in the library. Pupils in Year 5 and up are encouraged to apply to become Library Monitors. They will be given training from the Librarian to learn library skills. Once they learn the basics, they will be assigned a duty. At the end of each term, these monitors will be rewarded with a certificate.
- **Supervision:** No pupils are allowed to stay in the library without proper supervision, and a teacher/coordinator must supervise any after-school activities.

## REWARDS

1. Pupils are rewarded for good reading.
2. Pupils are rewarded for demonstrating Sherborne values in the library.
3. Library Monitor awarded certificates and merits for dedication to the library.

<b>Name</b>	<b>Designation</b>	<b>Branch</b>	<b>Signature</b>
Mr. David Neil Butcher	Principal	Sherborne School MOQ	
Mr. Justin Goldsack	Acting Head of the Boys School	Sherborne Qatar School for Boys	
Ms. Nadira Rahman	Principal	Sherborne Qatar School for Girls	
Mr. Richard Williams	Principal	Sherborne Qatar Prep Bani Hajer	
Ms. Jane Goldsack	Executive Head & Chief Education Officer	Sherborne Qatar Schools	
Mr. Ashish Garg	Bursar	Sherborne Qatar Schools	
Prof. Nick Prowse	CEO	Sherborne Qatar	

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