



المدرسة الهندية العامة العليا - رأس الخيمة
INDIAN PUBLIC HIGH SCHOOL, RAK

(Recognized by the Ministry of Education, UAE, affiliated to CBSE, New Delhi)

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عام
زايـد



YEAR OF
ZAYED



LIBRARY POLICY

2018-2019



VISION

To be a pioneer in education to produce students of noble mind.



MISSION

To serve as a model, where teaching and learning is innovative and to excel beyond the classroom.



MOTTO

Wisdom is better than riches.



CORE VALUES

**Tolerance
Honesty
Respect
Responsibility
Generosity
Innovation**

1. LIBRARY POLICY

Rules and regulation should be kept minimum, but certain questions must be decided. Such as the length of the loan to the students/teachers, number of books which may normally be borrowed at one time, hours when the library will be open and like considerations. Regulations concerning this matter should be the joint concern of the administrator, the teachers and the librarian.

Each service institution should have a set of rules to be followed and observed by its members. While framing these rules one should keep in mind the basic objective of rules which safeguard the interest of the members on one hand and avoid embarrassment to employees in the discharge of their duties. The rules should be presented in such a way that they can be understood by students and do not daunt them from using the library.

MODEL RULES AT YOUR LIBRARY

“Welcome to your school Library! We hope you will enjoy using the Library. Here is some information that will help you to use the Library better”.

1. You will be held responsible for the care of the books you take from the Library. If they are damaged or lost you will have to pay for them.
2. The reading you do is the very important part of your education. Make the very best use of ‘Your School Library’. Most people want a Library to be quiet and orderly because they want to read when they are there. That means that everyone must be thoughtful of other person .
3. Keep the Library a pleasant place for reading and study.
4. You will be taught how to find the books and other things you want in the Library.

WHO CAN USE THE LIBRARY

Teachers and other members of IPHS can also become members of the Library.

WHEN WILL THE LIBRARY BE OPEN

The Library will open at the same times as the School

***Sunday, Monday & Wednesday - 8:00 AM to 1:55 PM**

***Tuesday & Thursday - 8:00 am to 2:10 pm**

HOW MANY BOOKS CAN YOU BORROW AT A TIME?

The books will be issued to you against your ID Card, not on anyone else's. You may borrow one book at a time.

FOR HOW LONG CAN YOU KEEP A BOOK?

The Books are issued for a week only.

LOSS OR DAMAGE TO BOOKS

In case the book is lost or damaged while in your possession, you will be required to replace the book by a new copy of the same title and latest edition. In case you are unable to procure the same from the market, you may be allowed to pay the current price of the book.

RECALL OF ISSUED BOOKS

Sometimes there may be such a heavy demand for a book which has been borrowed by you that the Librarian may ask you to return the book. Please cooperate with the Librarian and return the same for the use of others.

SUSPENSION OF PRIVILEGES

If any member is found damaging, tampering or taking away Library property without formal permission, his/her membership privileges may be suspended for some time.

PERSONAL BOOKS/PROPERTY

Personal books or books of other library or other personal belongings such as bags, umbrella etc, are not allowed into the Library. These should be left outside before entering the library.

TAKING CARE OF YOUR LIBRARY

- Your School Library belongs to you. Ensure its safety and avoid causing damage to its property fittings, furniture, floor or walls.
- Make sure that :
 - No one tears any page or pages from books, newspaper, or magazines.
 - No one puts any mark with a pen or pencil on any book of Library.
This spoils the beauty of books and renders them unusable by others.
 - No one deliberately misplaces a book and makes it difficult to locate.

- While members are free to browse amongst the stack and take out the books of their interest, all books taken should be shelved back after use.
- Finally, when leaving the School please clear all the dues, return all the books issued to you and obtain a No Due Certificate from the Library.

ARRANGEMENT OF BOOKS ON SHELVES

- Autobiographies
- Biographies
- Novels
- Self Improvement related books.
- Mystery Stories.
- Short Stories
- Moral Stories
- Classics
- Folk Tales
- Fictions
- General Stories
- Islamic Education
- Arabic
- Encyclopedia/ Handbook
- English Grammar
- Essays
- UAE Social Studies
- Social Science
- Science
- Mathematics
- Accountancy
- Economics
- Art Education
- Reference Books