

Reach British School

Library Handbook

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FROM THE LIBRARIAN...

Library is a special place. You can meet new friends, read a lot of books and most importantly you can acquire knowledge and wisdom that can help you enhance yourself in every aspect of life. Reading can take you in places where fantasies and legends are real. Reading can make you wise and intelligent. Which special place can you get all of these? Of course, the library.

This Library Handbook is created and designed as a guide for students and teachers of Reach British School. The handbook is made available to play a vital role to your education at RBS. Please have time to read it from beginning to end and in order for you to save your time as you use the RBS Libraries.

Most schools use *Library of Congress* classification system, however, our library, is cataloged according to the *Dewey decimal* classification system, because it is suited to our small Library.

Please know that the Librarian is here to help you. I will be happy to answer all of your questions, help you find resources pertaining to your needs, and I will be more than willing to help in other ways that may fit your needs. I am just asking a little favor from you, by being respectful, by returning borrowed books or resources by the due date, and by caring for the books and Library equipment.

Remember: Reading makes you Grow!

Ms. Ivy Cruzata
Primary School Librarian

RBS LIBRARY MISSION AND VISION

Mission

The Reach British School Library mission is to provide adequate information to students and teachers by continuously acquiring resources to help achieve the goal of the school, *Lead, Learn and Inspire*. The library will support the curriculum by collaborating with teachers, developing a collection that is representative of the community, and implementing literacy instruction for students.

Vision

The Reach British School Library aims to create a friendly environment that encourage learning for all students and teachers by giving access to a wide range of information. Equipped the students with the 21st-century skills, and the attributes they need to embrace change and participate constructively in the global society of a rapidly changing world.

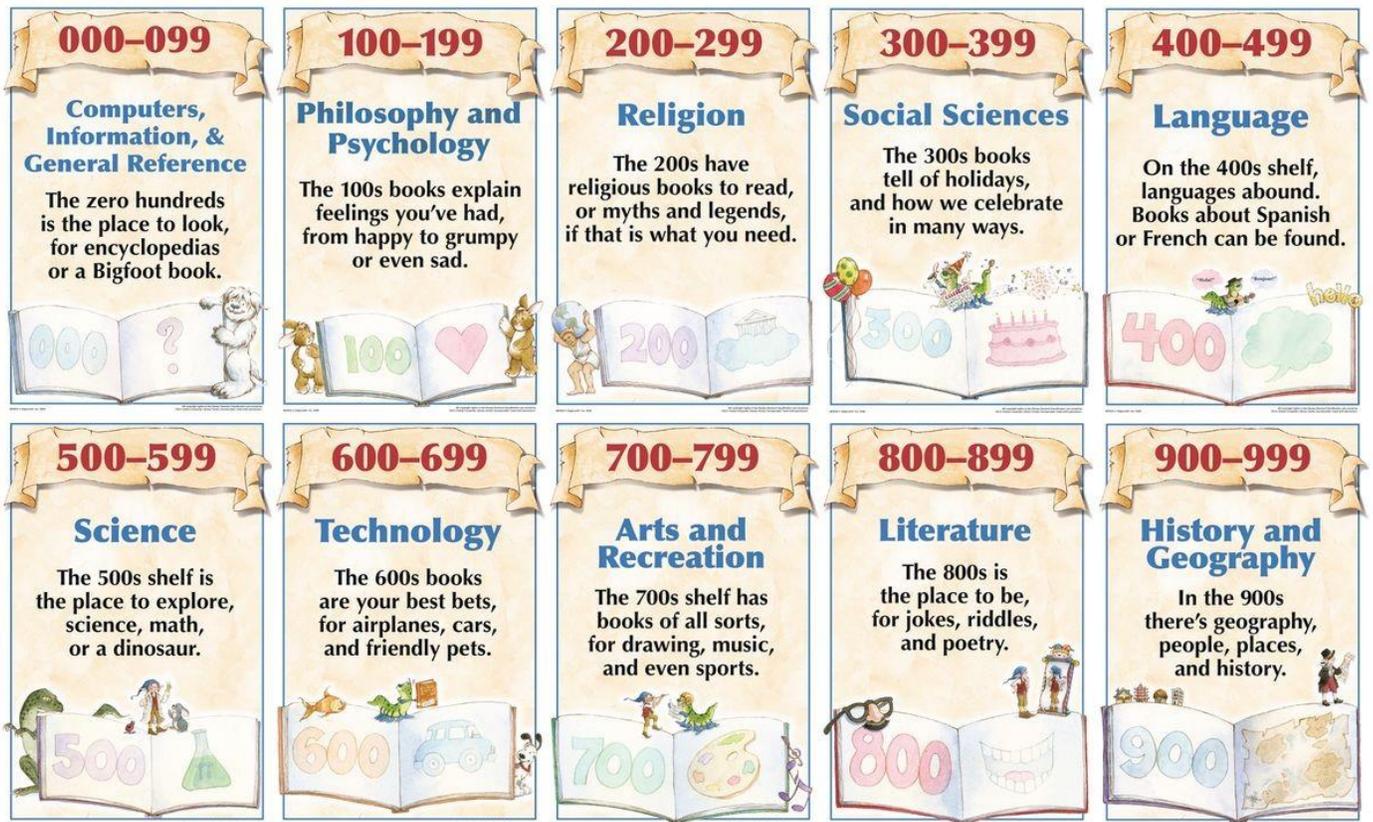
CLASSIFICATION AND SHELF ORDER

There are two methods of cataloging books in the libraries -- the Library of Congress (LC) system and the Dewey Decimal system. At RBS libraries, we use the latter type of classification numbers, because it is suitable for small libraries.

1. Explanation of DDC Symbols

The **Dewey Decimal Classification (DDC)** system is the world's most widely used way to organize library collections. The DDC constantly updates to enable better discovery across any topic in multiple languages. Because the DDC is easy to use, you can increase the visibility of your materials quickly and efficiently.

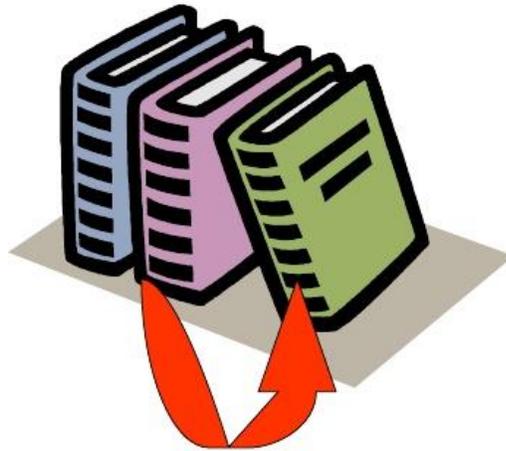
THE MAIN DEWEY DECIMAL CLASSIFICATION SYSTEM



2. What is a Call Number

CALL NUMBERS

- CALL NUMBERS ON BOOKS ARE LIKE ADDRESSES ON A HOUSE. THEY GIVE YOU A LOCATION IN THE LIBRARY.
- CALL NUMBERS ARE ON THE SPINE.



Example of a Book Call Number:

625.297
C125r

595.789
F328e
c.2

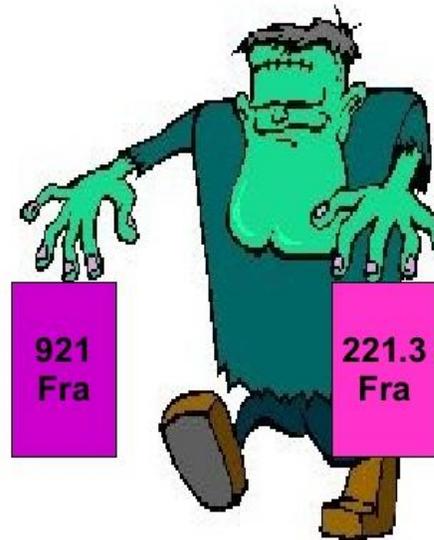
761
K371s
1995

810.3
M862o
v.1

3. How to Read the Call Number

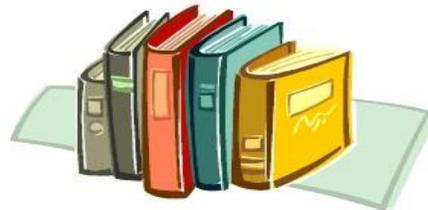
READING CALL NUMBERS

DEWEY NUMBERS ARE FROM 000-999. EACH NUMBER IS A DIFFERENT CATEGORY OR TYPE OF BOOK.



READING CALL NUMBERS

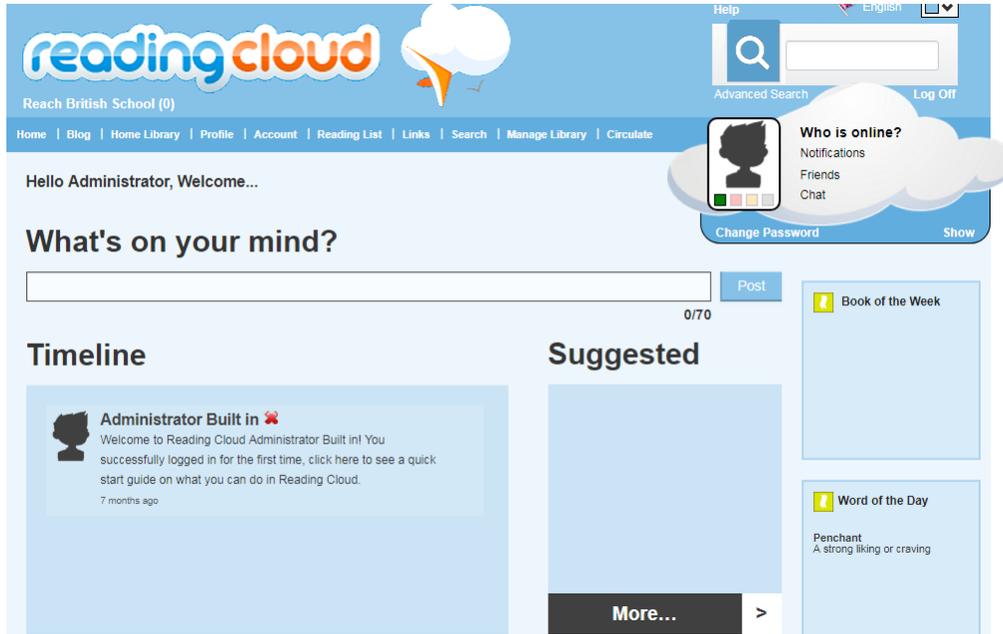
FICTION IS ARRANGED BY THE AUTHOR'S LAST NAME. IT IS SUCH A BIG SECTION IN THE DEWEY 800'S, MANY LIBRARIES, LIKE PRT, SEPARATE IT (EXCEPT POETRY, DRAMA, AND SOME LITERATURE).



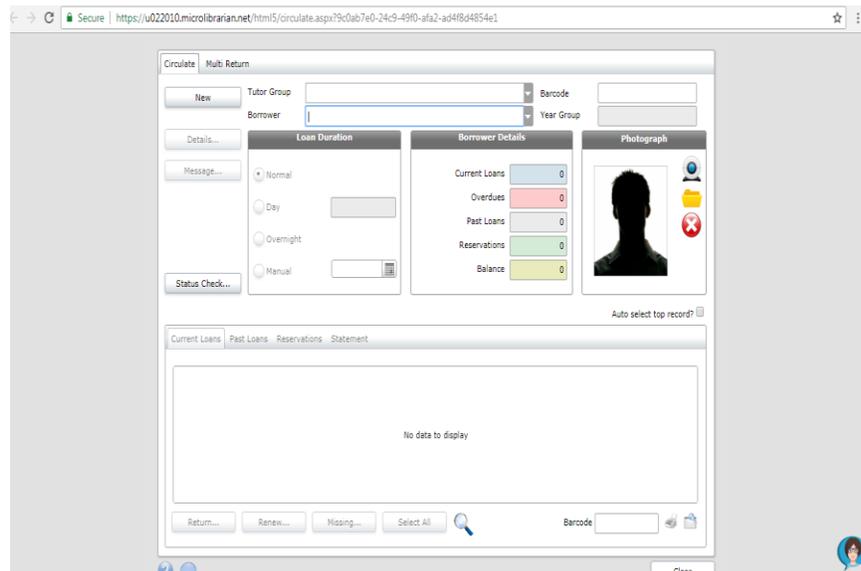
**FIC OR SC
PIK OR ALA**

4. Library Catalog

All of our resources (books, teachers' manuals and SEN resources) are being entered into a new library computer database, READING CLOUD. This is the system that we are using for the Circulation Section and Cataloging Section of the Library. This system has user interface as well designed specifically for searching the collection. It provides basic and advanced searching with multiple display modes, items status and book jacket display. You can access it anywhere via <https://www.readingcloud.net/>



Circulation Section



LIBRARY RESOURCES

A. General Section Books

These books can be found in the Circulating Section. They may be checked out of the Library. About 90% of the Library is made up of these Circulating books. There are books and teachers resources on almost every subject under the DDC Classification Schedule.

B. Reference Books

The Reference Section is the central information point in the Library, and it contains the principal encyclopedias, dictionaries, atlases, handbooks, directories, and commentaries that will be useful to you in locating answers to specific questions. These books do not circulate outside of the Library, with the exceptions of the teachers. Reference Books can be found in the General Works area 000-099.

C. Teachers Resources

These are the available materials for teachers' use. You can find resources like Oxford Reading Tree collection, Collins Big Cat collection and Collins Busy Ant Maths. You can also find SEN resources in this area.

GENERAL INFORMATION

1. Library Hours

| Week | Library Room |
|----------------------------|------------------|
| Sunday – Thursday | 7:30am to 3:30pm |
| Friday – Saturday Holidays | Closed |

The Library is open Sunday through Thursday during the hours noted above according to the library handbook. The Librarian will be on duty the whole day, with some minor exceptions due to illness and mandatory meetings. The Library will be closed on weekends, legal holidays, during authorized all-school activities, and special all-school events.

Please be quiet when using the library. You will be expected to clean as you go, leave books stacked on tables and throw away all trash.

CELL PHONE USE SHOULD BE RESTRICTED TO THE ENTRYWAY. TEXT MESSAGING IS ACCEPTABLE WITH A MUTED RINGER.

2. Check- Out Procedures

A. How to check out a book:

We are using a Library software called Reading Cloud for the check-out system. When you check out/borrow materials, please approach the Librarian's table. Give the book/material that you want to borrow and your full name, then the librarian will scan and check-out the materials that you will borrow. If the Librarian is not available, please wait until she returns at her desk.

Books are not to be carried out of the Library unless they have been properly checked out. Any deviation from this regulation may result in severe fines or in cancellation of Library privileges.

School Bags, backpacks, brief cases are not allowed inside the library.



WORD OF ADVICE: Never check out material in your name for someone else unless you are willing to be held liable. If material is lost you will be held responsible. If borrowed by you and loaned to another person you are still responsible. It is not the librarian's duty to track the chain of borrowers from you to someone else. Return the items to the library for the other person to borrow.

B. Non circulating materials – These are not allowed to be checked-out.

1). Reference Books (000-099 General Works)

C. Circulating materials

1) Books

- a) Teaching Staff: Up to 10 books + 20 Teachers Resources– 4 weeks
- b) Students: Up to 5 books –2 weeks

D. Late Fees

For now, there is no penalty on late returns.

3. Returning Procedures

Please return the borrowed materials to the librarian **on or before the due date.**

4. Renewal

If you still need the borrowed materials, you must go to the librarian and ask **for a renewal**. The librarian will renew the materials for another 4 weeks for teachers, 2 weeks for students.

You must make the renewal request either in person or over the phone **before the due date.** Only one-time renewal will be allowed.

5. Lost or Damaged Materials

If the borrowers have lost or destroyed any library materials, he/she must report to the librarian and they will have to pay for 150% of the original price of the book to the library. Otherwise, a late fee of 10aed per day will be charged until the book is replaced.

Every effort should be made to find any Library material that has been misplaced, because many of them may be difficult or impossible to replace.

Only books and materials in reasonable condition are circulated. When books and materials are loaned, the Librarian notes the condition. Equipment is in satisfactory working condition when loaned, etc.

Borrowers are held responsible for the condition of the books checked out in their name. It is not good to give the book to another student, with the book checked out in your name. If the other person loses it, you are the one who will be held responsible.

Keep library materials away from little children and pets. Do not leave books/resources in the hot sun (on the seat or roof of your car), or where they might get wet. If the book is lost and later found and returned, and is in satisfactory condition, a partial refund will be made (50% of the charged amount).

Borrowers who always lose books will not be permitted to check out any new books or other Library materials.

6. Returning Unwanted Books to the Shelf

It is preferred that unwanted items be brought to the Librarian Desk or left on a table. The Librarian will be able to scan the item as used and return it to the proper place. A book that is shelved in the wrong place is lost to the next searcher, so please, DON'T RESHELF.

7. Books not found in the Stacks

If the book that you need is nowhere to be found in its place on the shelf, the borrower must approach the Librarian. The system may show that the book is already checked out to another student. If not checked out, the book may be in use on one of the tables, or out of place for some other reason. The Librarian will inform you once she found it and should be made available to you as soon as it is located.

8. Handling books and other Library materials

- ✓ BE CAREFUL! HANDLE TENDERLY!
- ✓ NEVER BREAK THE BACK OF A BOOK, or otherwise mutilate it -- else you will be expected to pay the cost of replacing the book.
- ✓ DO NOT WRITE IN OR UNDERLINE OR DOG EAR LIBRARY BOOKS!
- ✓ DO NOT CUT OUT PAGES OR ARTICLES FROM THE BOOKS!
- ✓ NEVER USE TAPE OR GLUE ON LOOSE PAGES. RETURN TO THE LIBRARIAN ON FOR REPAIR.

LIBRARY MEMBERSHIP CARDS

Every teacher and student registered for classes at Reach British School is eligible to use library services with their Library Cards. The Librarian will keep the library cards in the library for now so teachers and students must inform the Librarian in order to check out, return or renew books.