

SECTION 12

THE LIBRARY

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12.1 ISL Qatar Libraries

The ISL Qatar libraries consist of Book World, which serves EC1, EC2, KG, Grades 1 and 2; and The Hub which is a shared space serving Grades 3-12.

12.2 Opening Hours

The libraries are open during normal school hours from Sunday to Thursday. Parents are welcome to become patrons of the library, and to borrow books to read to or with their children, or for their own interest. Except on Tuesdays, the library is supervised until 3:25 pm for responsible private self study. This is a privilege and students are expected to show appropriate standards of behaviour.

12.3 Resources

Research and Inquiry: the library has a significant collection of print resources, and also offers access to online databases and encyclopedias that can be accessed from home as well as at school. We also encourage parents to register as patrons of the Qatar National Library so that their children have access to the vast collection of online resources on offer to all citizens and residents of Qatar. The librarians offer assistance with using these and other online resources and tools for accessing and ethically using and sharing information.

Reading for pleasure: the library has a fine collection of fiction, and general-interest non-fiction resources, and we encourage students to read for their own pleasure, curiosity and personal interest, becoming lifelong readers, as well as lifelong learners.

World Languages: The library holds a rapidly growing collection of books in different languages, providing both books in mother tongue languages and reading matter for students studying a second or third language.

12.4 Borrowing policies

Primary Grades: All primary classes have a library period each week to choose books and read stories, and the teacher often reads to students. Some instructional activities related to information literacy skills may also occur in this timeframe. Students in EC1 borrow books and keep them in their classroom for usage throughout the week. All other grades have the books for a week to use and enjoy at home and school.

Secondary Grades: In the secondary school, we are flexible with our borrowing policy, and try to ensure that students have the resources they need for research and for pleasure reading. The upper limit is generally 7 items, but most students find that 2 items at a time are sufficient. The loan period is 2 weeks, but books may be returned at any time during that period. We strongly encourage students to take responsibility for their borrowing and to return or renew their books at the stipulated due date. There are no regularly scheduled library times, and students are responsible for finding time to visit the library.

12.5 Lost and Damaged books

The library staff will send a letter home indicating the fee to be paid for any material(s) lost, destroyed, or so damaged as to make the item unfit for future use. The fee takes into account the cost of the book, shipping and processing and will be QAR 200. Parents will not be given the option of replacing the book themselves as the book will then arrive unprocessed, and it is likely that it will not be in library format. The fee will be paid to the library staff who will issue a receipt, and send the money to the Finance Department.