



Emirates Future International Academy, library provides academic resources for all constituents of the school – student, faculty. The library endeavors to provide students with opportunities to learn how to utilize materials in a variety of formats to access information so that they can continue lifelong learning.

## Aims and Objectives

The Library, in conjunction with other departments and staff within the school, works towards achieving the **following aims and objectives**:

1. To provide a supportive and stimulating environment for students and staff.
2. To encourage all students to reach their full potential as independent learners and develop a positive attitude to life-long learning.
3. To foster the enjoyment of reading as a recreational activity in all members of the school.
4. To provide access to enhance curriculum by providing relevant resources.
5. To provide the opportunities for the students to develop the knowledge and skills necessary to access library resources.
6. To develop an awareness in students of the importance of books and other resources as a means of recording and sharing human achievements, failures and aspirations.

## Responsibilities of the Librarian

- ☐ To classify and catalogue school books. This includes pupils' books, teacher resources.
- ☐ To issue books to pupils and staff using the computer system.
- ☐ Collaborating with teachers to plan and implement instructional units integrating resources of the library with the classroom curriculum.
- ☐ Ensuring students have access to the library at the point need for class related research, independent reading and personal enquiry.
- ☐ Providing a welcoming and respectful climate in the library.





- ☐ Developing and implementing reading initiatives to motivate and engage students in independent reading.
- ☐ To be responsible for keeping the Library a pleasant and happy place to be.

## General Library Rules & Information

### Opening Hours:

The library is open every school day from 7.30 a.m. to 4.00 p.m.

### Library Periods:

According to the school timetable, the students of Class VI-XII can visit the library for the issue and return of the books during their library periods. They can read reference books, periodicals, and e-readers during this time and also participate in library activities.

### Borrowing Information:

Students - 2 book for a period of 2 weeks

Faculty and staff - Maximum 5 books for a period of 1 Month. The users should submit their ID cards for the automated circulation of books.

### Class Libraries:

Class libraries are functioning for classes I to V and Library/Reading Period also providing.

### Book Lost/Damage:

In case a book/periodical/multimedia is lost/damage by the borrower he/she should have to either replace it by a new book/periodical/multimedia of the same or latest edition or deposit the current market cost of the book/periodical/multimedia.

### Book Overdue:

Overdue reminders will be sent to your class teacher/office periodically. You should bring the book along with the reminder slip back to the library.

### Open Access and Classification:

The library follows an open access system. The books are classified and shelved according to the Dewey Decimal Classification (Ed.22). Every book is barcoded and spine labels are attached. Fictions/General Books and Text Books are shelved separately.





## Library Automation:

The stock and services of the library have been automated with an Integrated Library Management software. An online catalogue of library holdings is available. Patrons can search by using keywords, author, title, and subject.

## Policies and procedures for students in the Library

- ☐ Absolute silence should be observed in the library
- ☐ All students should have ID card while entering into the library
- ☐ Student / Staff must obey directions given by a member of library in order to maintain a safe environment that is conducive for academic study
- ☐ Students may not eat or drink (apart from water) or use mobile phones.
- ☐ Laptops / Computers may only be used for work purposes and not for games.
- ☐ Students are expected to behave in a responsible manner.

