

Library Policy

1. Introduction

The IQRA College library is dedicated to fostering an environment that supports the academic and personal development of our students, staff and volunteers. To maintain a productive and respectful atmosphere, we have established the following policy, which include guidelines on student conduct, library operating hours, and managing of handling overdue, lost, and damaged materials. We encourage all library users to familiarise themselves with this policy to ensure a positive experience for everyone utilising the library facilities.

2. Scope

This policy applies to all staff, students, parents, volunteers, visitors and contractors at IQRA College.

3. Library Access

- The library is open Monday to Friday from 8:00 AM until 4:00pm excluding public holidays and during school holidays.
- The library would be closed from 1:25 until 1:50pm during the weekdays.
- Students are not allowed to use the library during the school's prayer times.
- Students are allowed to come to the library during recess and lunch to utilise the library services and facilities on their own.
- At all other times, students can only come to the library either with a teacher during their library sessions or with the permission of their teacher. Staff will notify the student to leave the library if this is not followed.

4. Library Facilities

The library provides many services to its users including:

- Borrowing and returning books
- Computer facilities
- Reading spaces
- Storytelling spaces

- Ideation room
- Teacher resources
- Printing and photocopying services

5. Student rules

To maintain a positive and safe environment for all users of the library it is crucial that students abide by the following rules:

Borrowing Books

- Students are not allowed to borrow books during school holidays.
- All students must return their library books excluding textbooks before the term breaks as per the instructions provided by the library.
- All textbooks are available to be borrowed from the library where students are to borrow their relevant year level textbooks at the beginning of the academic year.
- It is a requirement that users return all borrowed textbooks to the library before the beginning of the term 4 school holidays.
- A library book other than textbooks can be borrowed by students and staff for a period of 14 days at a given period of time.
- A library book can be renewed multiple times to increase the borrowing period as long as another library user has not reserved the book.
- The borrower must check the book before borrowing for any damage and inform the library staff about the damage.
- It is responsibility of the borrower to report if a book has been lost or damaged under his/her borrowing.
- Users must not return the book onto the shelves by themselves but rather hand it to the library staff.

Student Behaviour

- Users are not permitted to bring food or drink into the library. Water in a spill proof bottle is allowed.
- IQRA college has zero tolerance for any bullying and harassment, and this applies in the

library service as well.

- Students are not to hide, misplace or move books on the shelves from one place to another.
- Students are to maintain silence in the library at all times and show respect towards personal space of others using the library.
- Students are not to leave any belongings behind in the library when leaving. Library staff are not responsible for any belongings left behind.
- Any purposeful damages and harm towards books and/or any items in the library will have serious consequences.
- Do not turn on/off any switch, device and/or equipment in the library.
- Do not litter or leave your seating area untidy by leave rubbish behind when leaving the library.
- Students that breach any of the above-mentioned points may be dismissed from the library immediately and the relevant discipline coordinator will be informed.

Computer usage

- Users must adhere to all ICT related policies and guidelines of the school when utilising library computers.
- Library computers are accessible for students from year 3 and above.
- Each student can have a 10-minute time slot per day on Library computers.
- Using another student's username and password to sign in or to take control of another student's account will result in terminating the student's computer session and dismissing those involved from the library immediately.
- Fighting over computer will result in dismissing those who are involved.
- Boys and girls would not be allowed to sit at the same table for using computers in the library.
- Playing games, watching videos on YouTube channels or any other sites will not be allowed except with teacher's permission and direct supervision.
- Students must not alter and/or modify computer settings.
- Must not download any software or run any malware, or any harmful virus on computer systems.

- Purposeful damages and losses caused to any computer or related items will have serious consequences.
- Students that breach any of the above-mentioned points may be dismissed from the library immediately and the relevant discipline coordinator will be informed.

6. Ideation room

Teachers are required to book the ideation room via Daymap if they want to use it themselves or for their class. Year 12 students are the only students allowed to use the ideation room without a teacher present. Year 12 students are encouraged to book the room via Daymap.

Students using the ideation room are to ensure the below conditions are followed:

- To take no foods and/or drinks inside.
- Take no bag/s inside the room
- Ensure to be quiet when utilizing the room as to not disrupt those using the library service
- leave no belongings or rubbish behind when leaving the room.
- stay in the room no further than the duration that was allowed and booked for.
- turn off AC/heater, lights, device/ equipment before leaving the room.
- Clean and tidy up the space and arrange all the seating arrangements as they were before

Failing to obey the above rules may result in dismissal from the space. The discipline coordinator will be informed of this matter which may lead to students being suspended from the Ideation Room.

7. Overdue items

- Students may only borrow one book for a period of 14 days.
- Any library item that has been borrowed would be considered overdue if the book has not been returned by this date.
- An email notification will be sent to the parent on the prior to the due date to state that the library book needs to be returned before the due date.
- If the book has not been returned by the due date an email will be sent to state that the book is overdue.
- If the book has still not been returned to the library the library will communicate via email

that the book will be considered as a lost item.

- In this instance the parents will receive an invoice to be paid which will include the cost of the book, the delivery fee cost and the \$5 administration fee as per section 8.
- Multiple instances of overdue items might necessitate further action such as a meeting with the parents or the student being suspended from using the library service.

8. Lost or damaged items

A library book is deemed lost if the student has lost the book or the student has not returned the book prior to the due date and the overdue book was classified as lost as per section 7.

A library book is deemed damaged if the book can no longer be returned back to book shelf due to its poor quality such that another student can no longer borrow and benefit from the book. The classification of a book to be considered damaged is upon the discretion of the librarian. Some aspects that the librarian may consider when reaching this conclusion may include but not limited to the book missing pages, removal of RFID tags and/or barcodes, water damage.

In the instance of a lost or damaged item:

- Parents will be required to buy a "New" item/book of the exact same title, edition, and material that is damaged. If the same edition is not available, it must be the latest edition/version available.
- Handover the item to the staff at the library or at the front office.
- Pay a \$ 5.00 administration fee (payable to front office)
- Parents will be provided with an email notification that they must action it within 14 days.
- If the deadline has not been met the school will issue an invoice via email to the parent which will include the cost of the book, the delivery fee cost and the \$5 administration fee.

Multiple instances of lost and/or damaged items might necessitate further action being taken such as having a meeting with the parents or the student being suspended from using the library service.