



A.I.S. Library Circulation Policies

The philosophy of The Awty International School Library is to support and expand the multilingual capabilities of the students, to enhance international understanding, to promote an efficient and independent use of all information, to create life-long learning abilities, and to develop a life-long pleasure in reading. The mission of the library is to encourage and provide resources and skills to support this philosophy.

Introduction

The purpose of these policies is to encourage timely and equitable access by Awty faculty, students, and staff to books, journals, and other items which they need for teaching, learning, and research.

General Circulation Policies

For All Patrons

- All library material must be properly checked out and its prompt and safe return is the personal responsibility of the individual to whom it is loaned.
- Overdue notices are sent as a courtesy to remind borrowers that an item should be renewed or returned, but failure to receive a notice does not absolve the borrower of the responsibility to renew or return the item to the library in a timely manner.
- The borrower is responsible for notifying the library immediately if library material is damaged, missing, or lost.

Student Access To Resources

Upper and Middle School Students

- The Sarofim Library is open to Upper School and Middle School students from 7:30 a.m. to 4:30 p.m. Monday through Friday on student school days.
- The Sarofim Library may close early periodically (approximately four times per year) for faculty training or special events. In these cases, a notice will be placed on the doors of the library at least three days in advance.

- During class hours (8:00 a.m. to 3:30 p.m.) students must have a library pass signed by a teacher in order to visit the Sarofim Library. The exception to this rule is during students' scheduled free periods and lunch periods.
- Students may have up to seven books checked out a time. Exceptions to this rule can be made on a case-by-case basis by the librarians.
- Books are checked out for a two-week period and may be renewed for an additional two weeks.
- Students are expected to return books by the due date. If a book is overdue by 30 days or more, the student will not be allowed to check out any more books (even if their total number of books out is less than seven) until that book is returned or until the replacement cost of the book is paid.
- Generally, reference books may not be checked out. If an exception is made by the Head Librarian, the item must be returned by 8:00 a.m. the following school day or a \$5.00 per day fine will be assessed.
- Students have access to over 30 online research databases that can be accessed from campus or from home. Web addresses and passwords must be picked up in person at the circulation desk of the library.
- Students may view video recordings related to research in the library workroom.
- Students may not check out video recordings but may take one home overnight or over the weekend if the teacher for the related project checks out the video or DVD for the student.
- Magazines are to be used in the library and may not be checked out.
- The library does not charge late fees except for reference items (see above). However, books not returned must be paid for before the end of the school year.
- Only Upper School and Middle School students are allowed to use the computers in the Sarofim Library and only for school-related projects.
- A copy machine is available to students. The cost is 10 cents per copy.
- Pre-School and Lower school students are not allowed in the Sarofim Library without a teacher or parent present.

Lower School Students

- Students in grades 1 to 5 visit the Primary School Library at regular intervals with a classroom teacher. Students may also visit the library individually at designated times with a library pass and teacher's permission.
- Students may have up to four books checked out at any one time with two books being in their native language and two books being in the child's second language of study.
- Books are checked out for a one-week period and may be renewed for an additional week.
- Students may not check out video recordings, magazines, or items labeled "reference."
- Students are expected to return books by the due date. If a book is overdue by two weeks or more, the student will not be allowed to check out any more books (even if their total number of books out is less than four) until that book is returned or until the replacement cost of the book is paid.
- The library does not charge late fees. However, books not returned must be paid for before the end of the school year.
- Students have access to over 30 online research databases that can be accessed from campus or from home. Web addresses and passwords must be picked up in person at the circulation desk of the library.

Pre-School Students

- Students in the Pre-School visit the Pre-School Library at least once a week with a classroom teacher.
- Students may have up to two books checked out at any one time with one book being in their native language and one book being in the child's second language of study. After January 1 of the school year, kindergarten students may have up to four books checked out at any one time with two books being in their native language and two books being in the child's second language.
- Students may not check out video recordings, magazines, or items labeled "reference."
- Books are checked out for a one-week period.
- Students are expected to return books by the due date. If a book is overdue by two weeks or more, the student will not be allowed to check out any more books (even if their total number of books out is less than four) until that book is returned or until the replacement cost of the book is paid.

- The library does not charge late fees. However, books not returned must be paid for before the end of the school year.

Parent Access To Resources

- Parents of Awty students may check out up to three books at one time provided that use of the items does not conflict with the library's primary responsibility to Awty students and faculty.
- Books are checked out for a two-week period and may be renewed for an additional two weeks.
- Parents may not check out video recordings, magazines, or items labeled "reference."
- The library does not charge late fees. However, books not returned must be paid for before the end of the school year.
- A copy machine is available in the Sarofim Library. The cost is 10 cents per copy.

Local Community Access To Resources

- At the discretion of the Head Librarian, items may be checked out to local community members provided that use of the items does not conflict with the library's primary responsibility to Awty students and faculty.

Faculty and Staff Access To Resources

- Faculty and staff are allowed to check out up to 50 items at one time. Items are due in six weeks.
- Faculty and staff may check out a periodical overnight or over a weekend provided that the issue is not the most recent issue.
- Faculty and staff are responsible for the items he/she checks out. If an item is not returned to the library by the end of the school year, the faculty member will have to pay the replacement cost to the library before the end of the school year.