



迪拜中国学校
CHINESE SCHOOL DUBAI

P.O.Box : 624355,Dubai,UAE Tel:04-2202275

Address : 58C St. Mirdif, Dubai, United Arab Emirates

Library Rules of Chinese School Dubai

Aim: Our overarching aim for reading at Chinese School Dubai is to promote high standards of literacy by equipping pupils with a strong command of the spoken and written word in both Chinese and English as well as developing their enthusiasm of literature through widespread reading for enjoyment.

1.This library is only for teachers and students in Chinese School Dubai.

2.Working time :

The first week	Sunday	Monday	Tuesday	Wednesday	Thursday
Class	101	102	103	201	202
The second week	Sunday	Monday	Tuesday	Wednesday	Thursday
Class	301	302	401	501	

3.To promote high standards of literacy at Chinese School Dubai during the epidemic, following guidelines should be implemented:

- Staggered entry to the library.
- The librarian should be wearing masks, gloves and use hand sanitizer (over gloves) after each interaction. Head teachers should supervise the process of book selection to minimize students' touching of the books and the library equipment.
- Physical distancing of 1.5 meters should be ensured in the library.
- Online search and borrowing of books should be encouraged. Fabric based books or books made with material that is difficult to clean should be restricted.
- All used books should be placed in the labeled designated containers for disinfection before re-use. Library equipment and gadget should be disinfected after every use, and children should not share the equipment.
- Each class is only allowed to borrow no more than 24 books for a period of 2 weeks. All library materials borrowed must be returned within the stipulated loan period.
- The support staff (2 students per class) is responsible to renew or return the books. Book expiry record will influence the next borrowing.
- Staff can borrow no more than five books for a period of three months.
- Library staff should encourage all students and teachers to return book before vacation.



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4. Damage and loss policy:

Borrowers will be held fully responsible for the library materials in good condition and are required to pay for the value of the book.

- If the book is lost, an immediate report should be made to the Librarian to enable appropriate actions to be taken.
 - a. The borrower may replace the material lost by directly purchasing the same within one month, they will be charged twice the cost of the book.
 - b. If the book is one of a set series, the borrower may be called upon to replace the whole set or series.
- Borrowers are responsible for any damage that occurs during their loan of the material. If library material is damaged, the borrower will be fined based on the condition of the damage.
 - a. An administration fee (half of the price of the book) will be charged for minor damage, such as pencil mark. Pencil marks may look insignificant; however they encourage subsequent borrowers to make further marks and comments.
 - b. Users who caused serious damages such as torn pages, spine/binding damage, water damage, highlighting, should pay full value of the book for replacement.
 - c. Before borrowing books, we encourage our users to check their books. If there is any damage, please notify the staff so we can record the damage before you borrow the item.

5. Responsibilities of the Librarian

- Providing a welcoming and respectful climate in the library.
- To classify and catalogue school book resources and teaching materials, and regularly update the records. This includes pupil's books, teaching materials across the subject areas.
- To issue books to pupils and staff.
- Documenting, reporting and maintaining records of use of library resources.
- The librarian and support staff should be wearing masks, gloves and using hand sanitizer (over gloves) after each interaction.
- The library counter and equipment to be sanitized every hour.