



Library Policy

United World International School (UWIS)

1. Introduction

The United World International School (UWIS) Library serves as a hub for information, research, and intellectual development for students, teachers, and staff. This policy outlines the guidelines and procedures for the effective and responsible use of the library resources and facilities. It aligns with the guidelines provided by the Council of International Schools (CIS) and incorporates best practices from other international schools.

2. Library Mission and Objectives

- 2.1 Mission The UWIS Library aims to support and enhance the educational goals of the school by providing a diverse range of resources, promoting information literacy skills, and fostering a love for reading and lifelong learning.
- 2.2 Objectives a. To provide access to a wide range of relevant and up-to-date resources, including print, digital, and audio-visual materials. b. To promote information literacy skills, critical thinking, and research abilities among students and staff. c. To encourage a reading culture and lifelong learning by offering a diverse collection of fiction, non-fiction, and reference materials. d. To collaborate with teachers in supporting the curriculum and providing resources for classroom instruction. e. To create a welcoming and conducive environment that encourages exploration, inquiry, and intellectual growth.

3. Access and Borrowing

☒ 3.1 Membership All students, teachers, and staff at UWIS are eligible to become library members. External users may also access the library facilities by prior arrangement.

☒ 3.2 Borrowing Privileges

I. Students:

- Students may borrow a specified number of items based on their grade level.
- Loan periods will vary based on the type of material borrowed.
- Students are responsible for the timely return of borrowed items.

II. Teachers and Staff:

- Teachers and staff members may borrow materials for extended periods as per their professional needs.



o Loan periods will be determined in consultation with the librarian.

- ☒ 3.3 Resource Reservation and Renewal a. Reservation: Library resources can be reserved through the online catalog or by contacting the librarian. b. Renewal: Borrowed items may be renewed, subject to availability and any reservations placed by others.

4. Use of Library Facilities

- ☒ 4.1 Library Hours The library will be open during regular school hours, with additional access provided before and after school hours as determined by the librarian.
- ☒ 4.2 Code of Conduct a. Respect: All library users are expected to respect the rights and privacy of others. b. Noise Level: Maintain an atmosphere conducive to study by speaking softly and refraining from disruptive behavior. c. Care of Resources: Users must handle library materials with care, report damages, and refrain from defacing or removing library property. d. Food and Drink: No food or drinks are allowed in the library, except for designated areas with the librarian's permission. e. Technology Usage: Follow the school's acceptable use policy regarding the use of personal electronic devices.

5. Information Literacy and Research Support

- ☒ 5.1 Library Instruction a. The librarian will collaborate with teachers to provide information literacy instruction, including research skills, citation methods, and evaluation of sources. b. Library instruction will be integrated into the curriculum to ensure students develop the necessary skills for effective research and critical thinking.
- ☒ 5.2 Research Support a. The librarian will assist students and staff in locating appropriate resources for research projects. b. The librarian will provide guidance on effective search strategies and citation methods.

6. Collection Development

- ☒ 6.1 Selection Criteria
 - o Curriculum Support: Materials will be selected to support the educational objectives of UWIS.
 - o Diversity and Inclusivity: The library collection will reflect diverse cultures, perspectives, and experiences.
 - o Current and Reliable: Resources will be regularly reviewed and updated to ensure accuracy and relevance.
 - o Student Interest: Fiction and non-fiction materials will be selected to engage and inspire students' love for reading.
- ☒ 6.2 Challenges and Reconsiderations
 - o The UWIS Library supports intellectual freedom and the right to access information.



- o In the event of a challenge or reconsideration of library materials, a formal review process will be established following the guidelines set forth by the CIS and other international schools.

7. Library Staff

The UWIS Library will be staffed by qualified and trained professionals who are responsible for implementing the library policy, providing guidance to library users, and maintaining an organized and efficient library environment.

8. Policy Review

This library policy will be reviewed periodically by the librarian in consultation with the school administration and relevant stakeholders to ensure its continued effectiveness and alignment with international standards.