



EIST School Library Policy 2025-2026

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INTRODUCTION

The library at the English International School of Tunis (EIST) is a welcoming, positive and dynamic space where pupils are encouraged and empowered in their reading and learning. Beyond reading, we aim to build community and promote pupil and wellbeing through events. We are an inclusive space where all library users can feel safe to read, learn, relax and explore their interests.

VISION

The school library nurtures a culture of reading among learners. Reading is the most important basic building block for future achievement both academically and in the workplace. The school library should develop a love of reading for pleasure and foster effective information handling skills throughout the entire school community. To achieve this, the library must operate efficiently and effectively and be given appropriate status within the school environment.

AIMS

Our aim is to develop life and learning skills in order to face the challenges ahead with awareness and integrity.

The library contributes to the school's aims by supporting development in the following areas: Curriculum, Teaching and Learning, Staff Development (and Physical Resources).

At EIST, the school library aims to:

- maintain up-to-date and diverse fiction and non-fiction collections to encourage reading for pleasure in the school and support the pursuit of personal hobbies and interests.
- provide a quiet space for individual or group study/research/reading with a qualified librarian to answer queries.
- support the teaching of information and research skills of pupils in collaboration with the teaching staff.
- organise whole-school literacy events throughout the year to promote the library and the importance of literacy skills.

PURPOSE

Reading and book promotion:

A key role of libraries should be the promotion of books and reading for pleasure, exposing students to a range of classic and contemporary literature reflecting a variety of cultural traditions in order to enhance their appreciation and respect for their own and other cultures. The focus is on making the library a happy, safe place where learners can feel welcome, secure and enjoy the reading experience.

Learning outcomes:

Reading literacy is a key learning outcome and should be the most important aspect of the work in school libraries. The main purpose of the library is therefore to encourage reading by making books available that are appealing to the learners, by reading aloud in this way, to engender a love of books and reading among learners.

The librarian should provide support and assistance for pupils to develop effective information literacy skills through providing formal and informal information literacy teaching and promoting information literacy to the wider school community. Support for research projects is also an important function

of the school library and requires cooperation and input from management and educators.

Library use and skills development:

It is important to teach learners respect for the library space, the books, the library staff and the rules of the library.

The library should promote the use of journals and digital resources and continue to explore the potential for further e-resources. Information retrieval skills and effective and ethical use of information requires input from educators with the support of the library staff.

The library should create an environment for voluntary and directed study in which pupils can develop a desire and ability to learn independently and accept responsibility for their learning and educational development.

Library orientation for learners and teachers:

At the beginning of each year, library orientation should take place to teach learners about the library, its use, and its rules. The librarian should also meet with management and educators at the start of the year to explain library periods and their importance, as well as the role and responsibilities of the librarian and the supportive role that educators are expected to play. In

addition, school staff should be made familiar with the library booking sheet on the shared drive to ensure an organised and efficient library timetable throughout the year.

Teacher and curriculum liaison:

The librarian should become familiar with the teaching curriculum so that they can make appropriate decisions regarding collection development. Throughout the year they should keep up to date with educators about themes, projects etc. which may require input from the library.

The librarian should provide teachers with a comprehensive and balanced range of age-appropriate resource materials and develop and promote subject resource lists to support the education, information and recreation needs of

the school community and the spiritual, moral, social and cultural development of pupils.

ROLE OF SCHOOL LIBRARIAN

The librarian encourages the reading of a wide range of both fiction and non-fiction books according to the ability and interests of the students, gaining a good knowledge of the individual child's tastes through their reading records, arranging book sales, creating displays and dealing with enquiries from pupils, staff and parents.

The librarian is responsible for stock management which includes the selection and processing of new items, classification and cataloguing, general stock maintenance, budget and liaising with teaching staff.

The librarian also assists with Open Days, arranging author visits and promoting literary events throughout the school year.

The librarian is responsible for:

- guiding principles of library management
- excellent service to learners and teachers
- confidence in imposing rules and discipline
- enthusiastic reading aloud and storytelling
- knowledge and enthusiasm about the collection
- care and maintenance of the library space

The librarian attends staff meetings and departmental meetings as necessary. Communication with teaching staff occurs via email or face-to-face meetings.

ACCESS

- All members of the school community are entitled to borrow books from the library. A record is maintained for every library user.
- The library is open to all pupils and members of staff who wish to borrow books at any time during the school day, usually from 8:00 - 15:30
- Break and lunchtime for primary (from 12:00) and secondary (from 13:00).
- Pupils may use the library for independent study during study periods, but only if there is no class lesson taking place in the library or a session that has already been booked for that time.
- Group visits can be arranged with the school librarian by any member of staff.
- The library is staffed by the school librarians – Mr Mohamed Ali Ben Lamine (Primary Librarian) and Mrs Yosra Askri (Secondary Librarian).
- Signage is provided to help pupils locate key stock such as subjects within the non-fiction section and subject guide posters are provided to help pupils locate non-fiction resources.

LIBRARY COLLECTION

The library collection is designed to support the needs of the EIST community.

The collection will be managed to ensure that a balanced, current, relevant and attractive selection of resources in a variety of media is available to the staff and pupils of the school.

As well as using the librarian's knowledge of children's literature, resources for the library are selected using a variety of sources including school library suppliers, bookshops, newspaper and online reviews, recommendations from staff and pupils, and publicity material.

Resources purchased from pupil suggestions are labelled as 'Pupil Choice' to allow identification by other pupils.

Reviews, approval copies and subject bibliographies are discussed with colleagues as appropriate. All departments are invited to discuss departmental requirements with the librarian. Items may be removed from the library collection if:

- they are not borrowed or seen to be used for at least a two-year period,
- they are too damaged to ensure safe and productive use,
- they were added to the collection despite not meeting the selection criteria, or
- a better or updated version is published and makes the other one useless or obsolete.

- Books may be withdrawn from the school library collection if their content is inappropriate, unsuitable for the pupil body, or in conflict with cultural values.

If a member of the school community objects to a particular item of the library collection, they can make a formal complaint by sending an e-mail to the librarian. The e-mail must state the title and the author of the item and explain the reasons for objecting to the item. The librarian will reply to the e-mail within a two-week period.

LOANS

Items are loaned for one week unless demand requires a temporary short-term loan to ensure fair access to limited resources. At the librarian's discretion, students may borrow one item at a time. Staff may borrow one item for personal use, while classroom teachers may borrow additional items as needed for teaching purposes. Pupils and staff accept responsibility for all items borrowed from the school library. If a student wishes to keep a book for an additional week, they must return it at the end of the first week and request permission from the librarian to renew the loan.

Items become overdue after the one-week period. This can be avoided by:

- renewal of items for a further week
- returning items to the library as soon as possible

Overdue notices are distributed to pupils via Form Teachers. Pupils may be charged in the event of loss of or damage to items; alternatively, they may replace a lost item by purchasing the same book or donating another suitable book to the library, subject to the librarian's approval. Staff and pupils leaving the school will be charged for any unreturned library books.

Each year group maintains a record of all books borrowed during the school year, including the dates of issue and return, to help ensure the security and accurate tracking of the library's inventory.

CODE OF CONDUCT

All library users are asked to:

- respect the other library users by keeping quiet at all times,
 - respect the general school rules,
 - respect the library materials by handling them with care and not bringing food or drink into the library,
 - return all borrowed library materials on time and in good condition,
- use the library computers for educational purposes only,

- work independently during study periods, and engage in constructive activities at all times.
- Pupils who have regular study periods in the library are expected to:
arrive prepared for their period of study with a plan of action and correct equipment,
- study or read in silence without disturbing other students and staff,
- adhere to the library rules, and
- arrive on time and remain in the library until the period has ended.

Teachers must book an available time slot using the library booking sheet on the shared drive if they wish to bring a class to the library outside of their timetabled library lessons.

The library may be used for special events by prior agreement with the librarian.

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