

**Vision**

Dream, Inspire, Act.

Mission

Genesis Global School aims to nurture all students to become resilient and confident learners as socially responsible leaders serving diverse communities and cultural contexts.

Policy Monitoring

Date of review: August 2025

Reviewed by: Library in charge, Principals and Administrative head.

Date of next review: August 2026

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

LIBRARY POLICY

This library policy serves as a vital framework to ensure the effective and fair use of library resources. It supports the school's educational goals by promoting reading, research, and independent learning among students. The policy sets clear guidelines for borrowing, handling, and returning materials, helping to protect resources for long-term use. It also fosters responsible behavior, encouraging students to respect both the library environment and the needs of others. By ensuring equal access to information and services, the policy promotes inclusivity and academic growth. Ultimately, it creates a structured, supportive space that nurtures curiosity, knowledge, and lifelong learning habits.

POLICIES FOR TEACHING/NON-TEACHING STAFF MEMBERS

1. Genesis Global School has two libraries.
2. Subject/subject reference books will be procured after the suggestion of staff members and approval by the coordinators/Principals.
3. Fiction/nonfiction books purchases are as per the suggestions of Staff/students/Librarians approved by the Principals/Coordinators.
4. Both the library has access for all staff members and students.
5. The library's main objective is to support the Teaching practices.
6. Both the library is open to all staff members during all working days as per the applicable timings from time to time.
7. The library is automated on EDUNEXT Library management software.
8. It is compulsory for all readers to wear the ID cards while visiting the library.
9. The ID card has a barcode representing the employee's ID
10. Books are issued to all staff members after scanning the ID card. No ID card means no book will be issued.
11. Members account will open on the Librarian's system after scanning the barcode of a member for the purpose of issue/return of books.
12. Subject specific books will only be issued to the teaching staff of the same subject.
13. Text Books, the subject which the teacher is teaching, are issued to teachers for **one month only**. In case a reader wishes to continue with the book he/she may reissue the same from the library. If the teachers are not returning nor reissuing the book then a fine of Rs 50/- will be charged for the first week and then after week 1, the fine will increase to Rs 100/- for week 2 and until week 4. If the teacher is not returning the books after second month then it will be assumed that the teacher will not return the book and, in this context, the librarian needs to inform the price of the book to HR and Accounts Manager which needs to be debited from the salary of the teacher. It will reflect in your salary slip.
14. The school app which is available on personal mobiles. Books issued/returned are reflected on it. All readers are advised to keep visiting the library app (in EDUNEXT) for all issued/returned/overdue books. Overdue books must be returned immediately or reissued if required. This policy will be effective from September 01, 2025 so teachers need to follow up with their issued books and return or reissue them on or before Sept 1.
15. All members advised to check the account on mobile at the time of issue/return. In case of any discrepancy members are advised to connect with the librarian immediately.
16. Reference books, multivolume books shall not be issued, and all members are requested to consult them in the library.

17. Books damaged/defaced in any form shall have to be replaced with a new book or pay the current price of the book. Please note that any student's used book shall not be accepted as replacement.
18. Use of mobiles inside the library is restricted.
19. No eatables/tea/coffee are allowed inside the library.
20. It is advisable to make a pledge to visit the library once a week without any devices and make a habit of reading physical print medium resources and implement the same with students.
21. It is important to ask the Librarian for appropriate information.
22. It is suggested not to issue more than 5 books at a time. When returned next issue will be made. In case of more books, it is advised to distribute among Class Teacher and Co-Teacher.
23. Non-subject books shall not be issued to any Teacher of a particular subject. However, if needed then the request can be reviewed by the Principal.
24. No Library book shall be used for xeroxing/photocopying. This should be strictly followed to avoid plagiarism.
25. It should also be noted that any number of books being taken out of the Library (in bulk for class-room reading purpose), by any Teacher/Staff member shall be recorded in his or her name only.

POINTS FOR STUDENTS

1. Books are issued to the students for **ONE WEEK only** after which they may be returned/reissued.
2. Students must write their name/date on the book card at the time of issue, which remains with the library inside the borrower's ticket as proof that the book has been issued to the student. Also, the issue is reflected with the mobile app of their parent.
3. All books issued must be returned before the summer/winter break.
4. Books damaged/defaced in any form shall have to be replaced with a new book or pay the current price of the book.
5. All students must wear ID cards while visiting the library. Teaching Staff is requested to kindly make sure that they wear their ID.
6. All students are entitled to borrow a maximum of two books a week.
7. Journals, magazines, and daily newspapers are not for issue.
8. Any student found deliberately damaging or defacing the book/magazine will be charged with the current cost.