



PEARL SCHOOL, DOHA

*(Under supervision of Ministry of Education
and Higher Education, Qatar)*

2017

LIBRARY HANDBOOK



**FOR STUDENT, FACULTY &
STAFF**

2017 - 2018 EDITION

LIBRARY

(THUMAMA & WEST BAY)

PEARL SCHOOL, DOHA,

QATAR

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From the Principal...

Dear young 'Pearls'

"Reading is to the mind what exercise is to the body" -Joseph Adison

We at Pearl School welcome you all to the magical world of books! As part of our reinvigorated emphasis on reading, we would like to encourage our students to read, recall and record, thus enriching their minds.

Parents can be a big influence with home reading by being a reading model. Reading aloud to your children is a powerful way to enhance their reading and writing development. When you show your children how much you value reading, they are likely to follow your lead. Our goal is for all children to become independent readers, writers and thinkers.

A message to our Pearls – make the most use of this corner of the school where solitude, reading materials and reflection will make you the persona that you aim to be!

Manjari Recriwal
Principal



From the Librarian....

The Library Handbook made available for students, faculty & staff is of vital importance to your education, process of teaching & gaining information here at Pearl School! Take time to read it from beginning to end. You'll find that it will save your time as you use Pearl School Library. Moreover, for students it will make you a better student and will also aid you in becoming more diligent in your study.

As a student, faculty member or staff member at Pearl School, you have access to the resources made available through the library and this handbook will guide you in learning what materials and services are available to you and how to use them.

Most high schools use the Dewey Decimal System with which you may be familiar. Our Library, however is classified and catalogued according to the Dewey decimal classification system.

Please know that the Library staffs are here to help you. They will be happy to answer your questions, help you find material pertinent to your needs and be willing to aid in other ways that may fit your needs. We ask that you help them, also by being respectful of them, by returning borrowed books by the due date and by caring for the books and Library equipment.

As you study, as you read and as you learn to "rightly divide the Word of truth," may you be greatly blessed and may those who hear you preach and teach His Word be led to a deeper understanding of the will of God.

Swagatika Sahoo
Librarian



Pearl Library Vision, Mission and Values

Our Vision

Our Vision is an educated, connected community of readers, learners, doers, and dreamers.

Our Mission

We transform lives by educating, inspiring, and connecting people.

Our Values

Education

We learn and teach every day.

Excellence

We exceed expectations.

Freedom

We defend the right to read and to know. We are free and open to all.

Diversity

We serve everyone. We find strength in celebrating our differences.

Innovation

We dream big. Anything is possible.

Community

We work with our community to improve lives.

Passion

We love what we do.



Pearl School Vision, Mission and Our Principles

Vision

Our Vision is:

To create an academic and intellectual eco system that enables students to overcome the challenges they face in their future life.

Mission

Our Mission is:

To enable students to develop creative thinking, critical reasoning and build charismatic personalities so that they are dynamic enough to overcome the challenges of the 21st century.

Our Principles

Abide by the directives of the Ministry of Education and Higher Education, Qatar and the CBSE, India.

Provide a safe and friendly learning environment that unlocks their potential.

Engage in a strong and committed partnership between parents, regulatory authorities, students, teachers and management.

Inculcate a strong sense of responsibility and independence, enable creative thinking and empower them to enhance their talent, skills and potential.

Coach and mentor students to be value driven and responsible future global citizens who can enrich human life and value to the society at large.

How they are incorporated?

The School Library Vision, Mission and Values are incorporated with Pearl School Vision, Mission and Principles. Pearl Library is there to provide every possible support to the students and the teachers of Pearl School providing them reading and reference resources which help to nurture the students in a good manner and bring them up in such a way that they can face any kind of challenges in their future. There is no doubt that reading habit will not only educate them but also inspire them and connect them with the world. It will develop their creative thinking, critical reasoning and groom their personality. It is our responsibility to create a safe and friendly learning environment by Education, Excellence, Freedom, Diversity and Innovation.

Introduction

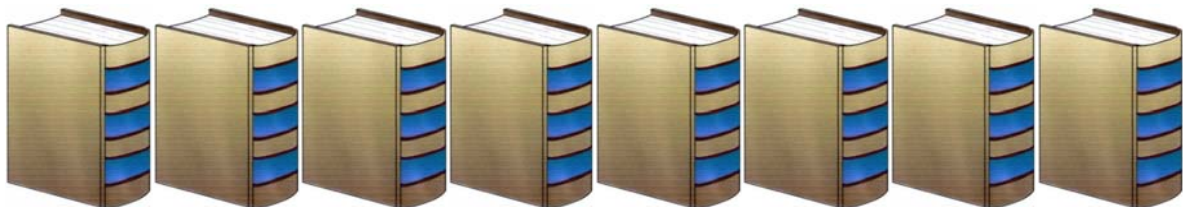
The Pearl School Library supports the educational needs of the students, faculty and staff at Pearl School. There are two Libraries in both the campuses of Pearl School as in Thumama & West Bay. The Pearl School Library has a collection of over **3824** volumes with other media in both the Libraries. Faculty and librarian select materials to meet the curricular needs of the school and to build upon the collection. If there is a title that we do not have that you would like to read, you may suggest that the librarian buy the volume. All classes from grade-III onwards are provided with one library period per week. Faculties are also facilitated from the Pearl library with teacher's resources, teacher's manuals, reference materials, etc.

Classification

Pearl school library is using internationally recognized Dewey Decimal Classification (DDC) system. The system was conceived by Melvil Dewey in 1873 and was first published in 1876. The DDC is published by OCLC (Online Computer Library Centre), Inc.

There are 3 summaries in this Classification.

- The first summary contains the ten main classes. The first digit in each three digit number represents the main class.
- The second summary contains the hundred divisions. The second digit in each three digit number indicates the division.
- The third summary contains the thousand sections. The third digit in each three digit number indicates the section.



How Library materials are shelved?

The arrangement is a process in which we classify each book title or any bibliography individually according to the subject, category, etc. Each book or any bibliographical item has been provided a call no. A call no. contains class of the particular book or any bibliographical item, initials of the book title/ name of the author / any bibliographical item and shelf location in the library.

For Example:

Title of the Book	: The Hardy Boys
Call No.	: 823 HB:P4.S8.000
823	: English Fiction
HB	: Title of the Book
P3	: Rack No. in the Library
S4	: Shelf No.
000	: Book No.

If it is a series, the book no. will continue in a sequence. E.g. 001, 002, 003, 004, -----

Library Resources

There are two Pearl libraries in both the campuses of Pearl school, in Thumama and West Bay.

In Thumama library we have the following collections latest by end of September 2017:

No. of Fiction Books	- 394 Copies
No. of Reference Books	- 375 Copies
No. of Subject Books	- 913 Copies
No. of Current Periodicals & Newspapers	- 234 Copies

In West Bay library we have the following collections latest by end of September 2017:

No. of Fiction Books	- 326 Copies
No. of Reference Books	- 275 Copies
No. of Subject Books	- 592 Copies
No. of Current Periodicals & Newspapers	- 222 Copies

There are varieties of books, magazines, newspapers and other bibliographical items (Maps, Globes, CDs, DVDs, etc.) available in our library for our students, teachers and staff.

There are many categories of books in our school library book collection. E.g.:

Fiction: Fiction books are available in different languages.

- Story
- Adventure
- Novel
- Fantasy
- Diary
- Mystery
- Animated Action
- Humour
- Comic
- Play

Reference Books for Students and Faculty:

- World Book
- Encyclopaedias
- General Knowledge Books
- Quiz Books
- Information About Qatar Nature
- Biographies & Autobiographies
- Britannica
- Life Science
- Physical Science
- Earth Science
- Young Scientist
- Scientifica
- Children's Encyclopaedia

- Mental Math
- Facts Books
- Nature
- Puzzles Books
- Text Books
- Work Books
- Activity Books
- Teacher's Resources

Subject Books:

- Science
- Mathematics
- English
- Environmental Studies
- Social Studies
- Life Skill Values
- Moral Science
- Qatar History
- Computer
- Art

Language Books:

- Hindi
- Arabic
- Malayalam
- Urdu
- French
- Tamil
- Sanskrit

Periodicals:

- Magazine
- Children's Magazine
- Sports Magazine
- School Magazine

Newspapers:

- Qatar
- India

Non Book Items:

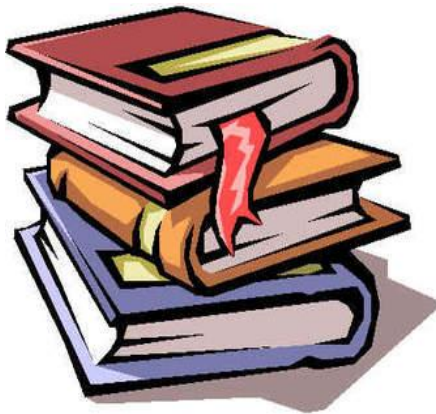
- Globe
- Atlas
- Maps
- CDs
- DVDs

Sample Question Papers:

- SOF
- ASSET

Electronic Resources: There is a T.V. in the Pearl School Thumama Library, which helps faculty to show Digital Education Video to the students on their relevant topics.

Audio/video Aids: CDs/DVDs circulate for seven days and may not be renewed.



General Information

Library Opening Hours, Thumama Library

<i>Sunday Till Thursday</i>		<i>School Working Hours – 7:30AM Till 1:30PM</i>
<i>For Issuing Books</i>		<i>Sunday, Tuesday & Wednesday</i>
<i>Ramadan Month</i>		<i>School Working Hours</i>

The closing procedures begin 15 minutes before the posted closing hour. No borrowing of library materials will be made after the closing procedure starts.

Library is closed on Weekends & Holidays.

Library Opening Hours, West Bay Library

<i>Sunday Till Thursday</i>		<i>School Working Hours – 7:30AM Till 1:30PM</i>
<i>For Issuing Books</i>		<i>Monday & Thursday</i>
<i>Ramadan Month</i>		<i>School Working Hours</i>

The closing procedures begin 15 minutes before the posted closing hour. No borrowing of library materials will be made after the closing procedure starts.

Library is closed on Weekends & Holidays.

Library Membership Card

Your ID card is also your library card. It is required for all transactions at the Circulation Desk. **Note: Student ID cards are issued once a student is active in a class.**

Checking - out Procedures

Loan Periods:

1. Circulating One Book for 7 days and 1 renewal (Must bring the issued Book for renewal)
2. DVD/CD 7days no renewal (Only for Faculty/Staff)
3. Current Periodical anyone for 2 days and 1 renewals. (Only for Faculty/Staff)

If there is a Hold or Recall or Advanced Booking placed on an item by another patron, the item may not be renewed. To place a hold, you can either call the circulation desk at (EXT: 27, Thumama Library) / do so by sending a mail at librarian.pearlschool@gmail.com or you can do it personally. However, a book cannot be placed on a hold if it is currently on the shelf.

Renewals

You may renew regular circulation books by asking the Librarian in person. You may not renew any item on which a Hold, Recall or Advanced Booking has been placed. You may not renew any material that is overdue.

Library Acquisitions

The Pearl School Library relies on librarian to help keep the library materials updated through acquisitions and it does occasional weeding of outdated materials to keep the collections relevant. Materials are typically selected by using current review sources such Library Journal, Booklist and other major review sources available to academic libraries. It adds materials to reflect the many different viewpoints, cultures and ideas that help fulfil a general education and create a broader worldview. The library staff also asks for input from faculty for materials that will help support student learning.

Missing Books

If the library catalogue indicates that an item is checked in, but you do not find it on the shelf, ask for a trace at the Circulation Desk.

Hold, Recall & Advanced Bookings

If a book you want to borrow is checked out to someone else, you may place a Hold or Recall on the item. A Hold will reserve the book for you when it is returned to the library on its regular due date. A Recall shortens the loan period for the original borrower to a date set by the librarian. Recall provides a quicker means for obtaining an item currently checked out. An Advance booking is made when you need particular materials for a presentation or a special project and you know it is so far in the future that you must ensure the availability of the material.

Fines & Replacement Costs

The charge for lost/damaged book is replacement price as found the current price of the particular book in the market. Items over one month overdue are considered lost and full replacement cost is charged to the student's account. They may be deducted from any financial aid at time of re-registration at the School.

Reserve Materials

These items are placed at the Circulation Desk by the Instructor. They may be textbooks, workbooks, solutions manuals, media materials or supplemental readings for any course. You can also do a search in our catalogue. When you come to the Circulation Desk, ask for the book by course number and title. Please have your Pearl School ID ready.

Library Supplies

A Reader can ask for a stapler, hole-punch, paper, pen, pencil, paper clips, scissor, tape, and other materials only for Library use.

Periodical Storage

The library has open stacks for old copies of magazines and other periodicals. They are arranged by date wise in the stacks in the periodical shelf of the library. This is also where the newest periodicals are displayed.

Computer Use

There is a computer with net connection available in each Pearl School Library. If any reader asks for any information, the Librarian can help them by finding out information from the computer.

Services for Students with Disabilities

Reference Librarian is the primary “interpreters” of services for the disabled in the sense that they will help the student take advantage of what is available. To the extent that they are able, reference librarian will give individualized assistance, including retrieving reference books from shelves. Reference Librarian issue books to those students who cannot come to the Library personally for the Library period.

External Exam Sample Question Paper

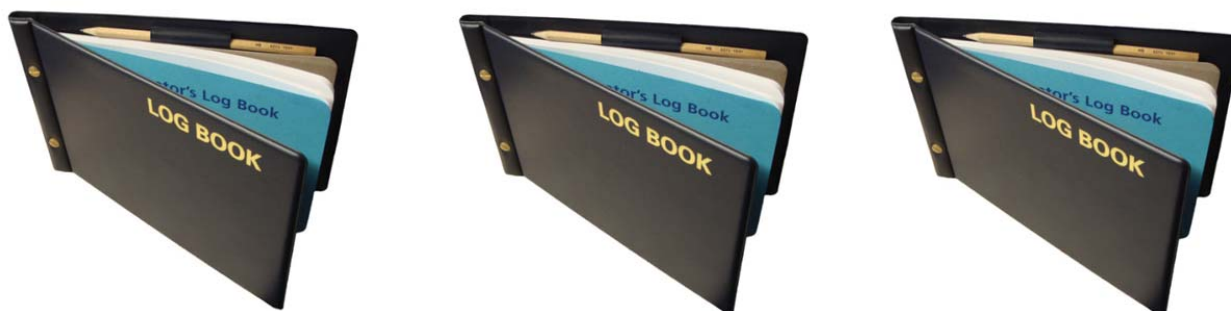
External exam sample question papers like SOF & ASSET are also preserved in Pearl Library, which are allowed to do practice in the Pearl School Library. Readers are not allowed to borrow these sample question papers.

Children in the Library

Students must follow Library Rules, Librarian’s instructions & maintain complete silence in the Library.

Logbook Entries

Faculty & Staff have to do the entries in the Library Logbook when they visit to the Pearl Library.



Library Rules

- *All students must come to the library in a single line according to their roll numbers.*
- *They must be seated in the library according to the direction given by the teacher.*
- *They must maintain absolute silence in the library.*
- *They must bring their school diary, ID card, pen/pencil along with them.*
- *Students are not allowed to bring their personal books or belongings into the library.*
- *A student can borrow only one book at a time for a period of one week.*
- *Reference books and current periodicals will not be issued to any student. These can be read only in the library.*
- *Books will be issued to the students during the library period. No books will be issued or returned during the teaching hours.*
- *Develop the habit of using a bookmark.*
- *Books marked, disfigured, damaged or lost will have to be replaced or paid for by the borrower.*
- *Students who misbehave will not be allowed to use the library facilities.*
- *The librarian may call for a book at any time, even if the normal period of loan has not expired.*
- *A 'No Dues Certificate' is to be obtained before the Transfer Certificate is issued.*

Librarian Contact

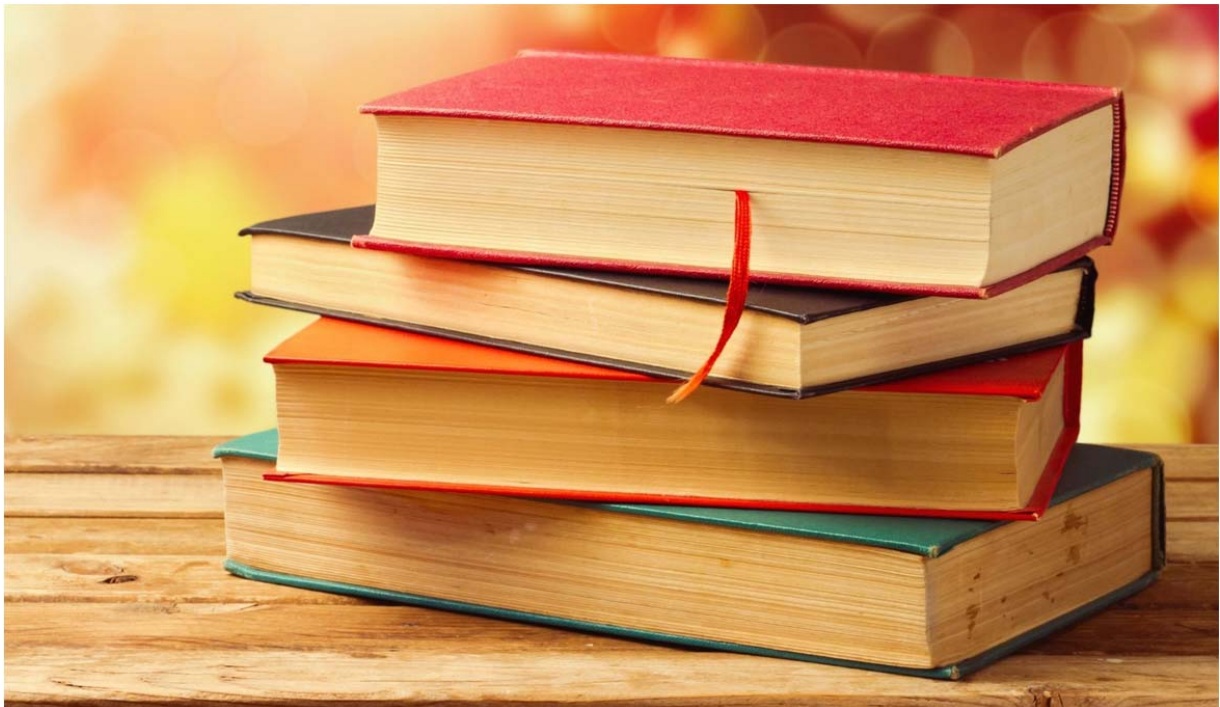
Swatika Sahoo

Librarian

Pearl School, Doha

Ext: 27 (Thumama Library)

Librarian.pearlschool@gmail.com



PEARL LIBRARY

Thumama Campus



PEARL LIBRARY

West Bay Campus

