

The European Azerbaijan School



Library Policy

Revised by the Director, Principals, Deputy Principals, IB coords, Teachers and approved by the Board of Trustees

October 2025

The European Azerbaijan School

Library Policy (for Primary)

Library Collection

Our school library is organized according to the **Dewey Decimal System** and is updated annually with new books. The collection includes books in **English** as well as other languages such as **Azerbaijani, Spanish, French, German, Italian, and Turkish**, among others.

Library Lessons

Students have library lessons once a week, which are conducted based on the PYP (Primary Years Programme) Units of Inquiry. These lessons aim to enhance students' educational experience, encourage reading habits, and strengthen their research skills.

Digital Resources

To support students' learning, the library is equipped with **iPads** that allow students to read e-books, write short stories, conduct research, and use various educational platforms. In addition, students can access the **online library catalog** (<https://teas.follettdestiny.com/>) to search for books, place holds, and read e-books at home.

Borrowing Policy

Each week, students may borrow up to **two books** from the library. Books may be borrowed for one week and renewed if additional time is needed.

Lost or Damaged Books

Students are responsible for all borrowed materials and are expected to handle them with care. If a book is lost or damaged, students must replace it or pay a fine equal to the replacement cost. Failure to do so may result in temporary suspension (one semester) of borrowing privileges.

Student Voice

At the end of each academic year, a **student survey** is conducted to gather feedback and suggestions on which books they would like to see added to the library collection. This helps ensure that the library continues to reflect students' interests and learning needs.

Digital Citizenship

We emphasize the importance of digital citizenship, using resources from Common Sense Media to guide our students. Through lessons provided by our IT department and librarian, students learn about online safety, digital etiquette, and responsible device and e-book use. Our guidelines promote respect for intellectual property, privacy, and thoughtful online interactions, ensuring students develop the skills to navigate the digital world responsibly.

The European Azerbaijan School

Library Policy (for Secondary)

Library Collection

The library collection is organized using the Dewey Decimal System and is regularly updated to meet the academic and recreational reading needs of secondary students. It includes a wide range of fiction and non-fiction books in English and other languages such as Azerbaijani, Spanish, French, German, Italian, and Turkish. Special attention is given to resources that support subject areas across the MYP and DP.

Research Support

Secondary students receive research and information literacy support. This support helps students:

- Develop advanced research and referencing skills,
- Evaluate sources critically,
- Use databases effectively, and
- Practice academic honesty.

Digital Resources

The library provides access to a range of digital tools and online databases to support research and independent learning. Students can access the online library catalog (<https://teas.follettdestiny.com/>) to search for books, reserve materials, and read e-books.

Borrowing Policy

Secondary students may borrow up to **two books** at a time for a period of **two weeks**. Books can be renewed if they are not on hold by another student. Reference materials may have special borrowing conditions.

Lost or Damaged Books

Students are responsible for all borrowed materials and are expected to handle them with care. If a book is lost or damaged, students must replace it or pay a fine equal to the replacement cost. Failure to do so may result in temporary suspension (one semester) of borrowing privileges.

Student Voice

At the end of each academic year, a **student survey** is conducted to gather feedback and suggestions on which books they would like to see added to the library collection. This helps ensure that the library continues to reflect students' interests and learning needs.

Digital Citizenship

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