

DISD – Rules for the User of the School Libraries

The School Libraries of the German International School Dubai are places for all pupils/students of the DISD. They can borrow from both fiction and non-fiction in the form of different/various media types. Furthermore, the library team is always there for the pupils/students when needed for matters concerning research.

Basic Info / FAQ :

Where are the libraries?

- Primary Library "Lese-Oase":
 - Ground Floor between classes 1 and 2.
- Secondary Library "Bibliothopia / Emirates Library":
 - Ground Floor between classes 5.

When do the libraries open?

Opening hours Secondary Library

Monday to Thursday

- Break 09:30 till 09:45 am
- Lunch Break 12:05 till 12:40 pm

Opening hours Primary Library

Monday to Thursday

- Break 09:30 till 09:45 am
- Lunch Break 12:05 till 12:40 pm
- Afternoon Break 14:10 till 14:40 pm

On Sundays, both school libraries remain closed.

Who is the library team?

Ms. Carolin Delp and

Ms. Walaa Tawfik

Email: bibliothek@germanschool.ae

Who can use the library?

All pupils/students of the DISD can borrow media for free.

How can I borrow media?

At the beginning of the school year, each student will receive a student ID with which the media item can be borrowed. The student ID is not transferable, i.e. only the holder of the ID can borrow the items.

If the user can't provide a student ID no items will be given out.

How many items can be borrowed?

The users can borrow the maximum number of 2 items at the same time.

The items must be returned promptly before the deadline. The library is not obliged to refer to the end of the loan period. The responsibility is on you to be mindful of the due dates for the items borrowed.

Which media can be borrowed and how long?

Books und Comics	21 Days (3 Weeks)
Magazines, DVD, CD, and Games	07 Days (1 Week)

If the media is not reserved, all media may be renewed. The loan period can be renewed via the following email bibliothek@germanschool.ae. Alternatively, you can choose to renew in person during the library's opening hours, preferably before the due dates.

How can I reserve media

Reservations can be made in person during the opening hours of the library or by email bibliothek@germanschool.ae. The Student(s) will be informed by email as soon as the item is available. It will be reserved for a week before it will become available for other interested parties.

When, where and how to return the media?

For each user an electronic account will be issued. By borrowing an item, the user will receive a receipt upon request. The receipt will include the following details: nature of medium, day of borrowing as well as its due date. This serves as a form of proof and as a gentle reminder for the user should he/she forget which medium he/she has borrowed. Therefore, the library team strongly recommends that library users retain these receipts.

What happens when the media returns after the deadline?

The library team has no responsibility to remind the users to return the items after the deadline. They can, however, send a reminder or a demand note.

What happens if the medium is lost or damaged?

If media gets lost or damaged the user has to bear the cost of its replacement.

What else is to be considered?

Every student using the library is responsible for acting according to the basic rules in the libraries: No eating, no playing (or running around), no loud music or phoning, no usage of mobile telephones.

If a student picks up an item out of the shelf it needs to be returned to the location it came from and not to be left anywhere else in the library.

Students acting out or not following those rules accordingly will be held responsible for their behavior and therefore removed off the premises and/or blocked from renting any items.

Consent:

By renting items you automatically agree to the terms and conditions of the libraries.