

## **DISD - Terms of Use of School Libraries**

Our two libraries offer together more than 26,500 books (German, English, French, Arabic titles), over 157 games, 1400 DVDs and 12 current German journals. Every year we add about 1000 new media, which means that as a school abroad we are always up to date with the latest literary developments. In addition, we take up current developments and offer the Generation Z exciting digital technologies and platform access for online reading. Our libraries are not pure lending stations, but leisure meeting places and lively cultural arenas. The librarians help the pupils to select a good book or suitable literature and to find the right sources.

### **Where are the libraries located?**

**Lese-Oasis:** Is the library for primary school pupils from 1st to 4th grade and the kindergarten. On the ground floor of the primary school, between the first and second grades, straight ahead from the entrance.

**Bibliothopia:** This is the library for 5th to 12th grade secondary school students and adults. It is located on the ground floor between the fifth classes from the entrance on the left.

### **When are the libraries open?**

Both libraries are closed on Sunday!

Bibliotopia	Lese-Oase
Mo. – Thu.: 08:00 – 16:10 Uhr Sunday closed	Mo. – Thu.: 07:50 – 14:10 Sunday closed

### **Who is my contact person?**

Our two librarians Mrs. Scherneck (Bibliotopia) and Mrs. Krauser (Leseoase) are available to answer all your questions in the opening hours directly in the library or by e-mail at:

[bibliothek@germanschool.ae](mailto:bibliothek@germanschool.ae)

### **Who can use the library?**

All DISD students can borrow media free of charge from the DISD libraries. Parents can borrow media on Monday and Wednesday afternoon from 14:10 to 14:40 in the reading oasis and from 14:00 to 16:00 in the Bibliotopia in the name of their child.

For Parents Bibliotopia	For Parents Leseoase
Mo. and We. 14:00 – 16:00	Mo. and We. 14:10 – 14:40

During Covid-Restriction parents aren't allowed to enter the school.

### **How can I borrow media?**

At the beginning of the school year, each student received a student card which can be used to borrow media and also serves as a library card. The student card is not transferable, i.e. it is only lent to persons present. There is no lending without the student card.

### **How many media may be borrowed?**

The users of the Lese-Oase (1st to 4th grade) can borrow up to 3 media at the same time.

The users of the Bibliothopia (5th to 12th grade) can borrow up to 3 DVDs and 10 books. The media must be returned unsolicited before the deadline. The library is not obliged to indicate the end of the lending period.

### **Which media can be borrowed for how long?**

Books and comics 14 days (2 weeks)

Magazine, DVD, CD and games 7 days (1 week)

If they are not reserved, all media can be extended once. A reminder fee will be charged for late returns. If the medium cannot be returned, the lender is liable for the costs of a replacement copy.

### **How can I reserve or extend media?**

On the library website (<http://library.germanschool.ae:2000/#!dashboard>)

Log into your library account on the website. Login data will always be sent by e-mail at the beginning of the school year. Overdue books can be extended in the account and reservations can be saved free of charge. In addition, a remark can also be written for each book.

An automatic e-mail informs the user when the reserved medium is available. It is reserved for 1 week.

### **When, where and how are the media returned?**

An electronic account is maintained for each user. When borrowing, the user receives a receipt. The receipt indicates which medium was borrowed and when it must be returned at the latest. This receipt is also a receipt for the user to see what was borrowed. Therefore, the library team recommends that you keep this receipt. Books are returned by the Infothek in each library.

### **What happens if the media are not returned until after the deadline?**

The library team has no obligation to remind users when the loan period expires. Reminder fees may be charged, if the medias are overdue.

### **What happens if media is lost or damaged?**

If media is lost, the user will be charged the replacement value.

### **How do I use the computer in the library?**

There are 12 electronic workstations in the Bibliothopia and 2 in the reading oasis. The computers are connected to the Internet. Users may only use the Internet for research and learning programs (e.g. Antolin). Surfing the social media is expressly forbidden. Word and PowerPoint are available on all computers for scientific work or for creating presentations.

### **The behavior in the library:**

The same rules apply to each user: No running, no loud conversations, no mobile phones. Do not eat, do not drink.

Any media that is removed from the shelf must be returned to the correct place or placed in the storage truck. Misplaced books are lost books!

The media must be handled with care and any damage to the media or furniture caused by the student will be charged to the parents. Any disregard of these rules will be punished and can lead to expulsion from the premises or even to a ban for the users.

### **declaration of consent**

The user regulations are recognized by the lending of media.