

The purpose of
this document is to
provide



LIBRARY BORROWING POLICY



IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

MGIS MISSION STATEMENT

Transforming educational communities by fostering academic excellence, positive character, and appreciation of cultures.

MGIS VISION STATEMENT

To be globally recognized as a pioneer in the advancement of comprehensive educational systems for critical language-oriented academies.



Purpose: The MGIS Library Borrowing Policy ensures that all students, teachers, and staff have fair and organized access to library resources. The policy promotes responsible borrowing habits, supports inquiry-based learning, and encourages a lifelong love of reading.

1. Library Access

The MGIS library is open to all students, teachers, and staff during scheduled library hours.

- **KG–Grade 2:** Access during scheduled library periods with class teachers or librarians.
- **Grades 3–9:** Access during breaks, after-school library clubs, or scheduled research sessions.
- Teachers may reserve library time for class research or read-aloud sessions.

2. Borrowing Privileges

Category	Number of Books	Loan Period	Renewal	Notes
KG–Grade 1	1 book	7 days	Once	Books borrowed under teacher supervision
Grades 2–5	2 books	10 days	Once	May include 1 fiction + 1 non-fiction
Grades 6–9	3 books	14 days	Once	Includes print or digital resources
Teachers/Staff	Up to 5 books	21 days	Twice	May request extended loans for units

3. Renewal and Return

- Books may be renewed once if not reserved by another borrower.
- All borrowed items must be returned to the library on or before the due date.
- Overdue reminders will be sent through the librarian or class teacher.

4. Overdue or Lost Materials



- A book is considered overdue one week after its due date.
- Borrowing privileges will be temporarily suspended until overdue items are returned.
- If a book is lost or damaged, the borrower must:
 - Replace it with the same title or
 - Pay the replacement cost.
- A record will be kept of damaged or lost materials for inventory purposes.

5. Borrower Responsibilities

All library users are expected to:

- Handle books and materials with care.
- Keep borrowed books in a clean and safe place.
- Return books on time.
- Respect library rules and maintain a quiet, welcoming atmosphere.

6. Teacher Responsibilities

Teachers are encouraged to:

- Guide students in selecting age-appropriate and unit-related books.
- Reinforce responsible borrowing and returning habits.
- Communicate with the librarian about unit-related needs or book requests.

7. Library Communication

- Borrowing records will be maintained digitally or through the class teacher's borrowing log.
- Monthly borrowing reports will be shared with principals to track engagement.
- Families will be informed periodically about the importance of reading and returning books on time.

8. Borrowing During School Breaks

- Students may borrow up to **two books during school breaks** if they have no outstanding overdue books.
- Books borrowed before holidays must be returned within the first week of the new term.



9. Policy Review

This policy will be reviewed annually by the school librarian and leadership team to ensure continued alignment with MGIS goals, the PYP framework, and Cognia accreditation standards.

Policy prepared by: School Policies Committee & Library & Literacy Committee

Date of Last Review: January 2026

Policy reviewed by: School Leadership & Improvement Team (SLT)

Policy Approved by: Director of Operations