



NEWTON INTERNATIONAL ACADEMY SMASH

"AN INTERNATIONAL COMMUNITY OF LEARNERS STRIVING FOR EXCELLENCE AND CELEBRATING SUCCESS"

Dear Parents,

We would like to welcome you all to Newton International Academy Smash libraries.

This year we are pleased to announce that we have more than 34,000 books in total in our collection. To maximize the resources we have, we would like you to encourage your children to explore our libraries and check our online resources, whether for researching on their studies or just read for enjoyment. Library Brochures are available near the reception area and inside the libraries for both you and your children.

For smooth and efficient library sessions, the following policies and rules are implemented:

- Library opens at 7.00AM and closes at 2.30 PM from Sunday-Wednesday and 7.00AM-2.00PM on Thursday.
- Each class attends the library session according to their timetable. Any student who needs to go to the library during breaktime must present a **library pass** signed by their homeroom teacher.
- Textbooks are loaned to **SECONDARY** students during the start of the school year, as required by the subject teacher. All **textbooks are to be returned** after taking their last examinations.
- Guided reading books are loaned to **PRIMARY** students according to their Reading Level, as required by the teacher.
- All students are allowed to borrow 2 library books in a week (1 English and 1 Arabic).
- All students are responsible for the books they borrowed from the library. Each book has a **unique barcode** which is registered to the student's library account. Swapping books and leaving books in the class is strictly discouraged.
- Damaged barcodes must be reported immediately to the librarian for replacement.
- Lost and/or damaged books must be replaced or paid before a student can borrow again.
- All borrowed library story books must be returned in 7 days and can be renewed for another 7 days, before borrowing a new book.
- Eating and drinking are not allowed in the library.
- Everyone is encouraged to speak softly inside the library.
- Mobile phones are not allowed inside the library.

We are looking forward to a fruitful year of learning and enjoyment.

Yours truly,

Geneveive Hilario, Primary Librarian

Helen Langreo, Secondary Librarian