



Library Circulation Expectations Agreement

It's an expectation that MWIS Parents will read through the following Circulation agreement with their children so that all individuals are familiar with the library's policies and procedures. Before Librarians grant access to library resources, it is important that the following guidelines are met:

1. All classes will have access to the library to borrow books according to a weekly schedule.
2. Students may borrow up to **TWO books** at a time - one English book and one Arabic book.
3. Students may borrow books at any time and they should use the library passes provided for each class to visit the library.
4. Students must care for their books by using a plastic folder or book bag to borrow and return books.
5. When the students return their library books, they may borrow new books so they can continue to be inquirers. The maximum lending period for students is **two weeks**.
6. Students show commitment to the library by taking care of their library books and ensuring that books are returned without damage (water damage, torn pages, damaged spines, pencil/marker/crayon drawings inside or on the cover) to avoid having to replace the book or payment of the penalty.
7. Students will be responsible for returning their books. If a book is not returned after one month, we will consider it lost.
8. Lost or damaged books will be charged to the student's account at the rate of **AED 40/book**.

Thank you for your kind understanding,

MWIS Librarians