



## Library Resource Policy

### Purpose

This policy establishes guidelines for selecting, managing, and monitoring library resources at the International Indian School, in alignment with ADEK's Cultural Consideration Policy. It aims to ensure that all library resources uphold UAE cultural values and respect the diverse community within the school.

### Policy Guidelines

#### 1. Library Resources Committee

- a. A Library Resources Committee, led by the head librarian, will be responsible for reviewing, selecting, and approving all library materials. This committee will include representatives from teaching staff and school leadership to ensure comprehensive and culturally appropriate resource selection.

#### 2. Cultural Sensitivity in Resource Selection

- a. All library resources, including books, periodicals, digital media, and visual materials, must reflect respect for UAE culture, values, and traditions. Materials should not include content considered culturally sensitive or inappropriate, such as depictions of drug use, violence, non-conforming gender identities, or any other themes not aligned with UAE cultural norms.
- b. Any topics essential for academic purposes must be presented within ADEK-approved curriculum guidelines, with an emphasis on cultural appropriateness and respect.

#### 3. Age and Content Appropriateness

- a. Resources should be suitable for the respective age groups of students, respecting the UAE's cultural norms and school values. Topics involving sensitive historical or





cultural issues should be assessed for relevance and presented accurately and respectfully, reflecting UAE values.

#### **4. Regular Monitoring and Resource Updates**

- a. The head librarian is responsible for periodically reviewing all library materials to ensure continued compliance with ADEK guidelines. Regular audits of library content should be conducted, and any resources found to be in violation of cultural standards will be removed immediately from circulation.

#### **5. Documentation and Reporting**

- a. All resource decisions, including approvals and removals, must be documented. These records should be signed by the head librarian and Library Resources Committee and filed for reference. A clear reporting mechanism will be in place for staff, students, or parents to address any concerns about library materials, allowing for prompt review and action as necessary.

#### **Procedures in Resource Selection**

Professional staff should consult selection aids when considering new learning resources for purchase or when reviewing existing resources. Selection aid includes:

- International and CBSE Curriculum Alignment
- ADEK Policies
- Quality Checklist for Selection of Teaching and Learning Resources
- Sample copies and training and technical support
- Consolidated reviews and comment

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