



Bali Island School
for a World-Class Education

Library Procedures Handbook

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VISION

The BIS Library empowers learners to think critically and to discover the joy of reading. We build information, media, and digital literacy across the IB continuum, curate diverse resources, and create an inclusive space where curiosity flourishes.

MISSION

The mission of the BIS Library is to foster a vibrant learning community by supporting the creation of knowledge, and the development of strong information and critical literacy skills.

To achieve this mission, the BIS Library:

- Cultivates a love of reading and appreciation for literature in all its forms.
- Curates diverse, high-quality resources that support inquiry, academic excellence, and personal growth.
- Teaches essential skills in information literacy, research, critical thinking, digital citizenship, and media literacy.
- Actively supports teaching and learning across the IB continuum through collaboration with educators and staff.
- Maintains a safe, inclusive, and welcoming environment where everyone feels valued and empowered to explore, learn, and grow.
- Ensures effective, professional management of daily library operations.

VALUES

Our values are derived from the [IB Learner Profile](#). Through these attributes we embed the concept of international mindedness and provide opportunities for leadership within our community and into our curriculum. All members of the BIS community strive to be:

Reflective • Risk-takers • Balanced • Knowledgeable • Inquirers • Thinkers •
Communicators • Principled • Open-minded • Caring



LIBRARY OPERATIONS

HOURS OF OPERATIONS

7:45 AM - 4:00 PM Monday - Thursday

7:45 AM - 3:30 PM Friday

The school library will remain closed on official school holidays and for routine maintenance activities. Should the library require closure for maintenance purposes, the Head Librarian will provide advance notice to the school community.

CIRCULATION

Loan Periods & Limits

| Patron Type/Grade | Loan Period | Maximum Items |
|-------------------------|-------------|---------------|
| PreK 3-4 & Kindergarten | 14 days | 2 |
| Grades 1-3 | 14 days | 3 |
| Grades 4-5 | 14 days | 4 |
| Grades 6-8 | 21 days | 5 |
| Grades 9-10 | 21 days | 6 |
| Grades 11-12 | 21 days | 8 |
| Teachers/Staff | 21 days | 30 |
| Parents/Guardians | 21 days | 3 |

Extended Borrowing: Secondary students and staff may request additional items for research or instructional purposes. Requests must be approved by the Head Librarian.

Classroom Books

Students will receive books for use in the classroom throughout their time at BIS. These include leveled readers (PYP), class novels and textbooks (MYP, DP). These materials do *not* count towards the limits listed above and are checked out when needed. Additionally, they:

- Are checked out under the teacher's supervision
- Do not have library call numbers
- Are stored in the classrooms* (*Leveled readers are returned to the library after use)
- Remain the student's financial responsibility if lost or damaged

Renewals

Renewals

- Items may be renewed up to three times, provided no holds have been placed on the item
- For teachers and staff, renewals may be extended based on instructional or professional need

Overdue Policy

- The library does not charge fines for overdue books
- The ability to check out books is temporarily suspended until overdue items are returned or renewed in person.

Circulation Procedures

- New students are automatically added to the library catalog upon registration and can start checking out books right away.
- Parents and guardians may request a library account at any time (see *Forms*).
- All items must be checked out through the circulation desk.
- Items must be returned to the circulation desk by the end of the loan period.

PATRON USE AGREEMENT

All members of the BIS Community (students, faculty, staff, parents/guardians) are welcome to use the library's spaces and services. All library use must comply with school policies and the procedures outlined in this handbook.



[The BIS Library Catalog can be accessed online via Follett Destiny.](#) For a comprehensive list of available digital databases, please refer to the Digital Databases section of this document or visit our [library website](#).

Community Expectations

Respectful Behavior

- Demonstrate courtesy and respect toward library staff and fellow patrons
- Follow established library procedures and guidelines
- Contribute to a positive, inclusive learning environment
- Engage constructively in all library interactions

Material Responsibility

- Return all checked out materials on time and in the condition received
- Handle books, equipment, and facilities with appropriate care
- Report any damage or concerns promptly to library staff
- In order to preserve library materials, food and drinks are not allowed

Lost or Damaged Materials

Patrons are responsible for replacement costs when materials are lost or damaged beyond reasonable wear and tear. Replacement costs are determined by the prices listed in the library catalogue. In cases where this cost is missing, price will be determined by consulting reputable vendors. Additionally:

- All costs will be converted to Indonesian Rupiah using current exchange rates
- Materials already in poor condition or scheduled for removal may be exempt
- Payment arrangements can be discussed with library staff when needed

Collection Feedback

Patrons who have concerns about library materials should complete the Request for Reconsideration Form (available in library and the appendix to this document) and submit it to the Head Librarian, who will review it alongside the Programme Coordinators and Principals.

Communication

Information about library services, programs, and upcoming events will be communicated to the school community by the Head Librarian, as appropriate, through the school's official



communication channels (e.g., newsletters, Toddle, email). The Head Librarian will prepare and share an end-of-year report by June, summarizing circulation data, program highlights, and collaboration metrics.

Staffing/Roles of the Librarian

The BIS Library is staffed by a qualified foreign-hire Head Librarian, an Indonesian Librarian, and one Library Assistant.

The Head Librarian is responsible for teaching and learning in the library, as well as overseeing daily operations, strategic planning, the effective use of library resources, the implementation of library programs and policies, and the promotion of the library within the school community. Both librarians share responsibility for the technical management of the collection, including maintaining an up-to-date catalogue, weeding and developing the collection, and ensuring resources remain relevant and accessible.

All library staff are responsible for student well-being while students are in the library. Except in emergencies or exceptional circumstances, at least one library staff member will be present in the library at all times and is responsible for supervising students.

TEACHING AND LEARNING IN THE LIBRARY

The Head Librarian works closely with classroom teachers and subject specialists to integrate essential research, information literacy, and critical thinking skills into existing units of inquiry throughout the IB continuum. This collaborative model ensures that library instruction directly supports and enhances student learning objectives while developing transferable skills necessary for academic success and lifelong learning.

PRIMARY YEARS PROGRAMME (PYP)

Each primary class (PreK-Grade 5) participates in weekly library classes of 40 minutes, with additional sessions scheduled to support specific units of inquiry.

PreK and Kindergarten focus on early literacy through read-alouds and guided exposure to diverse picture books across genres and reading levels.

Grades 1-5 participate in structured information literacy lessons covering essential research skills: information seeking, evaluating and synthesizing sources, note-taking, summarizing, citing sources, digital search techniques, digital citizenship, use of AI technologies, among



other topics. The program balances research skill development with reading for pleasure and personal interest exploration.

MIDDLE YEARS PROGRAMME (MYP) AND DIPLOMA PROGRAMME (DP)

MYP and DP students receive support from the library through a flexible scheduling model. This includes collaborating with subject teachers, creating lessons linked to specific units or projects, and one-to-one help with research. The Head Librarian teaches students how to find reliable information, evaluate sources, use information ethically, and build strong digital literacy skills, in line with the IB Approaches to Learning.

STUDENT EXPECTATIONS

Students are allowed to visit the library individually as long as they have permission from their teacher and a library pass. Students must sign in to the library immediately upon arrival and notify a staff member that they are present.

Library rules and expectations are introduced at the start of each semester and reinforced throughout the school year. The library reserves the right to ask individual visiting students who misbehave in a consistent and serious manner to leave the library, either just for that day or for an extended period of time. In such cases, the Head Librarian will document the incident in a behaviour management report on Toddle and follow up as appropriate.

COLLECTION DEVELOPMENT

CRITERIA

The BIS Library is committed to building and maintaining a collection that supports student's academic needs while also fostering reading for pleasure. The collection aims to reflect students' diverse interests, identities, and learning styles, ensuring access to materials that both support curriculum requirements and inspire a lifelong love of reading.

Equity and intellectual freedom guide all collection decisions. Materials are selected to represent a wide range of perspectives, and no item is excluded solely because of its origin,



background, or the views of its creator. Selection practices align with internationally recognized library standards, including those of the American Library Association and the IFLA School Library Guidelines.

When selecting materials for the Libraries, the following criteria will be applied:

1. **Academic Standards:** Materials must demonstrate high literary, artistic, technical, or informational quality and address gaps of knowledge in the existing collection.
2. **Curriculum Alignment:** Resources must align with the school's curriculum and IB frameworks, supporting teaching and learning.
3. **Authority and Reliability:** Materials must come from reputable authors, publishers, or companies to ensure accuracy and credibility.
4. **Student-Centered Selection:** Equitable selection of age-appropriate and engaging resources for different grade levels and reading abilities.
5. **Diversity and Inclusion:** The collection must reflect diverse cultures, perspectives, experiences, and learning needs, supporting inclusive access for all students.
6. **Budget Management:** Strategic use of the library budget ensures access to books, digital resources, and multimedia that support learning needs.
7. **Digital Resources:** The collection supports digital and information literacy through a range of digital and multimedia tools and resources.
8. **Reading and Inquiry:** The collection must inspire curiosity, promote reading for pleasure, and support the development of research and inquiry skills.

Additional Considerations

- Patrons are encouraged to suggest books to be added to the library collection, with the understanding that the librarians will exercise their discretion to ensure alignment with the established criteria before considering them for purchase. Librarians will keep track of recommendations and offer feedback to patrons when possible.
- Librarians should reflect on and manage their own biases during the selection process to ensure the collection remains balanced, inclusive, and relevant to the school community.
- When evaluating materials, librarians are encouraged to consult reputable review sources such as [School Library Journal](#), [Publishers Weekly](#), [Kirkus](#), among others.
- Librarians should actively seek high-interest materials that engage reluctant readers. Resources such as the American Library Association's annual book lists for reluctant readers are recommended.



INVENTORY

A full inventory of the library collection is completed every year. The goals of the inventory are to verify the accuracy of the library catalog records, identify missing, damaged or misplaced items, and provide accurate data for collection development. The Head Librarian is responsible for coordinating and overseeing the inventory process, including planning, scheduling and reporting.

WEEDING

Weeding is the regular review and removal of materials that are outdated, unused, or no longer relevant. This process ensures that the library collection remains accurate, current, and useful, and supports the school's educational mission by maintaining a dynamic and well-used collection.

The BIS Library follows the **CREW method** as a guideline for ongoing review. Materials are considered for weeding based on age, physical condition, relevance to the curriculum or recreational reading, circulation history, duplication, and availability of similar resources.

Certain materials require special consideration prior to removal. These include books that reflect the local history, works by local authors, in-house publications, rare or out-of-print items, and award-winning literature. When appropriate, materials may be relocated within the collection rather than withdrawn.

Weeded items that remain in usable condition are donated to local schools or non-profit organizations. Records of all withdrawn titles are retained within the library management system.

DONATIONS

Donations are welcome and greatly appreciated. To be added to the library collection, all donated materials must meet the selection criteria outlined in this document. Additionally, donors should be aware of the following:

- Donated books should be appropriate for children or young adult readers.
- Books that show significant damage, mould, or other signs of deterioration cannot be accepted.
- Materials that do not meet the selection criteria will be donated to non-profit organizations.



- Textbooks are not accepted.
- Once items are donated, the library assumes full ownership and reserves the right to manage and use the materials in ways that best support the needs of the school community.

DIGITAL DATABASES

As part of our collection development procedures, the BIS Library seeks to provide students and teachers with access to reliable, relevant, and age-appropriate digital databases that support research and learning. In accordance with the selection criteria outlined above, all digital resources are subject to ongoing evaluation.

The Head Librarian is responsible for monitoring usage statistics and other relevant data for each database and using this information to make informed, strategic decisions regarding the continuation, replacement, or adoption of digital services. The Head Librarian works in collaboration with the school's IT department to ensure the effective implementation, accessibility, and integration of these resources into teaching and learning.

As of the 2025-26 Academic School Year, the BIS library provides access to the following databases:

| Database Name | Description | Intended Use |
|--|--|--------------|
| JSTOR | Academic journals & subject guides in a variety of subject areas. Requires a myJSTOR account, using a BIS email. | DP |
| Gale OneFile: High School | Magazines, journals, newspapers, and reference materials covering a broad range of topics. | DP / MYP |
| Gale OneFile: News | Access to major U.S. and international newspapers with advanced search options. | DP / MYP |
| Gale In Context: Middle School | Curated content on frequently studied topics such as culture, government, history, literature, and people. | MYP |
| Worldbook Online | General knowledge database differentiated by grade level and reading ability. | PYP |

| | | |
|---|---|-----------------------------|
| Q-files | General information search engine with subject-specific pathfinders various content areas. | PYP |
| ComicPlus | Digital collection of comics and graphic novels suitable for students in Grade 3 and above. | DP / MYP / PYP |
| Gale OneFile: Educator's Reference Complete | Professional resources addressing education policy, administration, funding, and practice. | Teacher reference materials |

The Head Librarian works to ensure that students, teachers, and staff are aware of and able to access these digital resources. This includes providing guidance on login procedures, integrating databases into teaching and learning, offering research support, and promoting effective use of these resources across the school community.

FORMS

These forms can be printed out, filled in manually and given to the Head Librarian. These forms are also available on demand at the BIS Library.

- [Request for Reconsideration Form](#)
- [Parent Library Account Form](#)