GEORGETOWN
INTERNATIONAL ACADEMY

GIA Library Procedures

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Overview

At Georgetown International Academy (GIA), we are dedicated to ensuring students have the resources they need to support learning both in and out of the classroom. This includes making sure our library is a safe space that provides quality resources for students across all grade levels.

To aid in this mission, we have standard operating procedures and community agreements that ensure the proper acquisition and management of our library resources.

We are committed to growing and adapting as the needs of our students change over time. As such, these agreements will be reviewed and updated, as needed, at least once per year.

Community Agreements

- Challenge ideas, not people
- Make space for every voice
- Be open to learning
- Remember that we all have opportunities to grow
- Follow **behavior guidelines** as described below

Behavior Guidelines: Show respect for…

- other patrons by returning or or renewing books on time
- local culture by removing your shoes upon entering
- all others by keeping sound levels low
- the space by keeping food and drinks out of the library
- your safety and the safety of others by walking and keeping your body calm

Book Donations

On occasion, community members can donate books for the school's library.
The school will accept donations so long as the books:

- are clean, intact, and readable, meeting or exceeding the standards for the existing collection,
- offer unique content beyond what is already available for patrons,
- are not branded (e.g., Disney, Marvel, etc.),
- are useful, relevant, and/or timely as compared to students' needs and the school's curriculum,
- don't include clear biases, promote stereotypes, contain inaccurate or outdated information, low-quality writing, or have no content at all (filler books).

The librarian or volunteer accepting donations on behalf of the library will explain the policy to all donors. They will also make the final determination as to whether the donations will be accepted, sold, or donated further. Any proceeds from book sales will be used to improve the library and its resources for students.

Requesting a Review of Materials

GIA welcomes questions about library and classroom resources. Our review process supports respectful discussion of their educational purpose, intended audience, and suitability for students.

- Please contact the **Director of Teaching and Learning**, who will meet with you to discuss the resource and seek a resolution. Concerns shared with library staff or teachers will be directed to the Director.
- If the matter remains unresolved, you may submit a formal **Request Form to the Head of School**.
- The Head of School reviews the matter and shares a **written report** with you to help resolve it.
- If further review is needed, the Head of School refers the matter to the **Board**, together with a recommendation. The Board's decision concludes the process.

The resource continues to be used throughout the review process.