

Myanmar International School Yangon

Library policy and procedures



Approved by: Ei Ei Zin (Board of Directors)

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Cambridge International School

Purpose of the library:

Our library at MISY is the learning resource centre, providing access to knowledge and promoting reading. The school library provides a spacious learning space for all learners of different ages and academic levels. It takes account of all users including non-academic support staff.

The targeted users are as follows:

- Early Years Foundation Stage (EYFS) - Key Stage 5 (A Level)
- Teachers and other academic staff
- Administrative staff
- School operational staff

Information sources can be classified as print, non- print and electronic media. The library has various resources but focuses on collections of printed material, which gives tactile experience and helps children reduce screen time. Resources are organised and maintained by the library for use. All are displayed based on their type and subject, and each has its own place in the library.

Resources are classified and arranged as follows.

- Teacher resource section
- Guided reading section
- Key stage section
- Non-fiction section
- Early years section
- Burmese collection section
- Reference section
- University information section
- Comic and graphic novels section

All the fiction books are sorted alphabetically by the authors last name which helps users locate specific books more quickly.

Furthermore, non-fiction books are sorted using dewey decimal classification which is a proprietary library system that allows new books to be added to a library in their appropriate location based on subject.

Opening Hours

Monday - Friday
(8:00 A.M- 4:00P.M)

General rules

- Shoes must be taken off and placed neatly on the shoe rack.
- No food or drinks are allowed in the library.
- Please sign up in 'students' library visiting records' every time you visit the library.
- Keep your voice low at all times.
- Be mindful of your surroundings, the library isn't a place for social gathering. People who are in the library are there to study.

- Read the signs & labels to access what you're looking for in the library. The librarians are ready to help with any inquiries.
- Treat the library and facilities with care and utmost respect.
- Clean up after yourself. Put the books and chairs back where they belong.
- Students are not allowed to visit the library during PE lessons.
- Students are not allowed to visit the library when there is no librarian.
- Textbooks from the mounted library walls should be taken only under the supervision of the librarians.
- Any borrowing, returning or renewing should only be done at the circulation desk.
- Any disruptive behaviours will not be tolerated and the librarians could ask you to leave the library.
- Mobile phones are not allowed in the library. If students need to use their phones for study purposes, they should ask permission from the librarian first. Misuse will result in confiscation of the phone and given to the relevant head of section.

Membership and access:

- All students and staff of MISY are automatically granted membership to the library through our library system, [OPALS](#).

Borrowing materials:

- Students and staff are eligible to borrow materials from the library.
- Students and teachers may borrow a maximum of 5 books.
- The borrowing period for each library item is 14 days at the time of checkout and can be extended twice.
- The borrowing period for textbooks is given one school year and the items must be returned/ renewed by the end of the academic year.
- The borrowing period for tablets is given one lesson period and expected to be returned by the end of the school day at the latest.

Supply for books to classrooms:

Primary teachers may borrow the resources from the library, either by booking on [OPALS](#) or letting the librarians know ahead of time. The borrowing period and renewal procedures will be the same as library books.

- Class sets of books will be delivered to classrooms by the librarians.
- Secondary teachers may borrow textbooks and reference materials according to their needs.
- ORTs are placed in the primary resource room with separate check in/out sheets.
- ORT digital version can be accessed via from the library for primary students.

Returns:

- Borrowed materials must be returned on or before the due date specified at the time of checkout.
- Our library system sends out reminders 2 days prior to the due date via email.
- Reminders on returning textbooks will be sent out 2 weeks before the end of year via email by OPALS.
- Returns can be made during the library's operating hours.
- Materials returned after the due date will incur in overdue fines.

- Textbooks are expected to be returned at the end of each academic year. Failure to do so will result in fines.

Renewals:

Renewals can either be done at the circulation desk or visit "[OPALS> My file> My Loans](#)" for self-renewal.

Book request and reservation:

Members may reserve a maximum of 5 books(print collection only) by using the [OPALS](#) system.

Overdue fines:

Overdue fines are applied for materials returned after the specified due date.

Fines are charged per item and accumulate for each day the material is overdue.

Fines must be cleared before additional borrowing privileges are granted.

Lost or damaged materials:

Members are responsible for the safekeeping and timely return of borrowed materials.

In the event of loss or damage to borrowed materials, members are liable for replacement costs or repair fees.

Lost or damaged materials must be reported promptly to library staff.

Members who returned the damaged textbooks or tablets will need to pay or repair fees.

Members who have lost materials will need to pay according to the retail price of the item.

In this situation, an invoice will be issued by the librarian to the member to cover the necessary costs.

- Payment for lost or damaged textbooks should be made at the business office.
- Payment must be received by the due date.
- Borrowing privileges may be suspended until payment is made.
- Payment not made within 14 days may result in transcripts and certificates being withheld.

Code of conduct:

All library users are expected to conduct themselves respectfully within the library premises.

Disruptive behaviour, including loud noise, cursing, harassment, or vandalism, will not be tolerated.

Failure to adhere to the code of conduct may result in suspension or revocation of library privileges and be reported to the relevant head of section.

Use of facilities:

Library facilities, including study areas and tablets, are available for use by members.

Members must respect the equipment and surroundings, ensuring they remain clean and undamaged.

The upstairs library can be used to hold PTCs if needed.

Priority may be given to academic activities and research during school hours.

The library could be used for other purposes such as filming for promotional materials, students' reading periods, ASAs or meetings.

If you would like to use the library for stated purposes, let the librarians know at least 2 periods ahead of time and how long you will be using.

Privacy policy:

The library respects the privacy of its members and adheres to applicable privacy laws and regulations.

Personal information provided during membership registration or transactional activities is kept confidential and used solely for library-related purposes.

Members are encouraged to remind the students to logout from their respective accounts as the librarians will not be taken any responsibility for the leakage of private information.

Further Details

[Annual library report](#)

[How to login and reserve \(Video\)](#)

[Invoice for Lost or Damaged Books](#)

[Accession Records of MISY Yangon Library](#)

[Tablet Borrowing Procedure](#)

[Library Circulation Report for 2024-25 Academic year](#)