

Guidelines Booklet for Teachers

The Library Management Department is a subdivision of Dar Al Kutub (National Library Sector) at the Department of Culture and Tourism - Abu Dhabi, and is responsible for the administration of a number of public libraries as part of an identity entitled 'Maktaba'. It also undertakes providing world-class library services for the local community and a diverse programme of educational events and activities aimed at promoting reading, as well as enabling talented individuals and special-interest groups to showcase their creative abilities and knowledge in coordination with the Maktaba management team.

Teacher's Role during Library Visits:

- Reading the entire Maktaba guidelines booklet
- Supervising students
- Cooperating with the librarian to implement the provided programme
- Ensuring the safety of the library's facilities and assets
- Abiding by the specified visit duration
- Notifying the librarian regarding a student's desire to photocopy / photograph materials or books
- Evaluating the programme provided by the librarian after the visit ends

Terms & Conditions for Scheduling School Visits to Maktaba branches:

- Contacting the branch which they wish to reserve
- Providing the library with the following information: number of students, number of supervisors, visit date and duration, education cycle, the teacher's phone number and e-mail
- Reviewing the contents of the Maktaba programme and deciding what content is appropriate for the students
- Notifying the librarian if the visiting students include People of Determination

Visit Cancellation Policy:

- The library must be notified of visit cancellations 48 hours prior to the visit date
- The library reserves the right to cancel any scheduled visits

Maktaba General Guidelines:

- Visitors must observe the general rules of conduct and avoiding disturbances inside the library
- Food and beverages are prohibited inside the library
- Cellphones must be set on 'silent'
- Only persons with library membership cards are allowed to borrow books
- Visitors are urged to maintain the order in which books are placed on their respective shelves and to leave the books on the table when done using them
- Books from the adult sections cannot be borrowed using a children's card
- Visitors are advised to ask the librarian for help in locating the desired book
- Visitors must acquire prior approval from the management regarding their desire to photocopy / photograph books and other materials

Abu Dhabi Public Libraries (Maktaba Branches):

Khalifa Park Library

Tel: 026576182 - 02657617

Al Marfa Library

Tel: 026576047 - 026576014

Al Wathba Library

Tel: 026576016

Al Bahia Library

Tel: 026576118 - 026576120

Working Hours:

Sunday - Thursday: 8:00 am - 8:00 pm

Saturday: 4:00 pm - 8:00 pm

Zayed Central Library

Tel: 026576223 - 037118268

Working Hours:

Sunday - Thursday: 8:00 am - 8:00 pm

Saturday: 4:00 pm - 8:00 pm

Qasr Al Watan Library

Tel: 026576296

For more information, and for further details regarding Maktaba programming and events, please visit our website:

<https://library.dctabudhabi.ae>

Instagram: AbuDhabiLibraries

Twitter: Adlibraries

Facebook: abudhabilibraries