

Guidelines for
‘Gift a Book: Help the Needy’ and Save the Environment’
BOARD OF DIRECTORS – INDIAN SCHOOLS OMAN

Purpose:

The ‘Gift a Book: Help the Needy and Save the Environment’ scheme intends to promote the efficient and optimal use of the existing resources. The scheme endorses the ideals reduce, retain and reuse and will teach children to value their textbooks and minimize wastage. The scheme shall not only benefit the environment but also reduce expenses and help the needy.

Guidelines

1. At the beginning of each academic year, schools shall issue a circular to parents explaining the objectives and arrangements of the ‘Gift a Book: Help the Needy’ and Save the Environment’ scheme. The circular shall be aimed at creating awareness among students & parents on the need to preserve the text books throughout the year and the benefits of the programme.
2. Subsequently, the students willing to join the scheme have to sign a “Student Pledge”, by which they show their commitment to maintain the textbooks clean and tidy so that the next batch of students can reuse the textbooks.
3. The pledge will also show the commitment/ interest of children in making use of old books in the next term and will aid the school in identifying those students who are likely to get benefit from this initiative at the end of the academic year.
4. The schools shall depute one teacher/administrative staff as in-charge of the procurement at the end of every academic year.
5. The textbooks, meeting the following acceptance criteria shall be collected at the end of every academic term.
 - ✓ Gently used books (covers and pages intact, clean and unmarked pages) shall be accepted.

- ✘ Damaged books (e.g., broken bindings, missing pages, soiled, musty or moldy, excessive writing in the text) or clearly outdated materials shall not be accepted.
6. The details of book collection, to verify the time and place of delivery, shall be intimated by the schools prior to the closure of the term.
 7. The schools shall arrange a separate store room exclusively for storing the donated books. The books shall be sorted & stored grade wise for effective re-distribution.
 8. Before the beginning of each term, the donated textbooks shall be issued to students free of charge.
 9. All children who have pledged their interest are eligible to avail the donated books. However, the first priority to receive the gifted books would be children from financially challenged backgrounds, followed by children who have themselves been donors.
 10. There should be proper accountability and inventory of all the books received and redistributed.
 11. In case of shortages or surpluses, the school may coordinate with other Indian schools to meet the needs or optimize the usage.
 12. There should be a concerted effort from the school administration, through awareness programs and other initiatives, to ensure that the supply always exceeds the demand for used books.
 13. In a bid to promote the scheme, the schools can acknowledge and recognize the contribution/eco-friendliness of donor-user students either through certificates of merit or through any other means of recognition as deemed fit on a yearly basis.
 14. The schools need to submit a yearly report to the Board of Directors with respect to the activities carried out in the implementation of this program.