

SCHOOL LIBRARY RULES

LIBRARY OPENING TIMES

Before school and at recess – ALL students are welcome.

During lunchtime – available only for **research and study** – juniors to leave by 1.00pm. For access after school, please speak to Mrs Richards, the teacher librarian.

BEHAVIOUR

All students are expected to behave in an appropriate manner whilst in the library – NO chewing gum, soft drinks, or food is permitted in the library and bad language (even among or between students) will not be tolerated.

LIBRARY CARDS

Each student is issued with a library card and this is valid throughout Years 7-12. The school ID card which is issued to students is also valid for use in the library.

Replacement of library cards which are lost or stolen will cost \$1.00.

COMPUTERS and INTERNET USAGE

Library catalogue computers may be used at any time during the day or whilst under teacher supervision with a class. Bookings for the computer network must be made with Mrs Richards but availability may be restricted subject to individual and class needs as determined by the Teacher Librarian. Students must not touch the computers or enter the audio-visual room without permission from library staff.

ENTERING and LEAVING the LIBRARY

The door at the bottom of the library (on the Northern side) which opens onto the senior shaded area is the only one to be used by students. **The library door leading to/from the school office area is for staff use only.**

BAG STORAGE

Bags must be left inside the library or on the stairs. Do NOT leave purses, wallets or other valuables in schoolbags when using the library.

PHOTOCOPYING and PRINTING

The photocopier operates with a card which needs to be purchased from the library staff. \$1.00 and \$5.00 cards are available. Printing from computers in the library costs 10 cents per page – please speak to library staff.

OVERDUE ITEMS

Overdue notices are sent to each Roll Call Class when a book has been overdue for at least one week. After two weeks, an individual notice is sent as a reminder and a further notice after the third week. If not returned, a letter will be sent home to parents advising them of the situation and an after-school detention issued. All outstanding library books must be returned (or payment for a replacement book made) before leaving the school.

If you need assistance with anything, please ask library staff who will be pleased to help.

~ Mrs R. Richards, Teacher Librarian