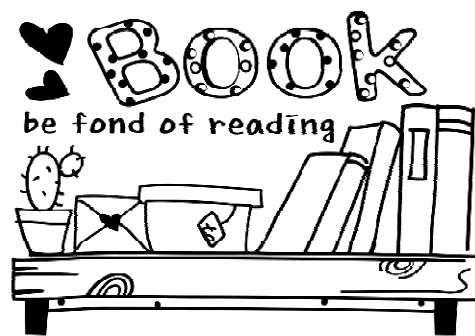


# Stanborough School Library

## Rules and Regulations 2017-2018



### 1 Membership & Internet Use

Stanborough School provides facilities for the borrowing of items by students and staff members of the School.

The Internet may be accessed in the workstations of the Library. Access to the Internet is conditional upon compliance with the School's policy for acceptable use. No games/videos/movies are allowed. The Librarian has the discretion to terminate Internet access in the event of misuse.

### 2 Registration of borrowers

Students are automatically registered in the Library. But in order to obtain lending facilities they must undertake to observe the rules and regulations by signing *Stanborough School Library Acceptance & Permission Form*.

### 3 General rules

#### 3.1 Maximum of students using the Library

The Library can have only a limited amount of students working or researching at the same time. Normally, the number of students allowed to stay at the same time (without a teacher) is 15. If the Library is full, a sign will be posted outside the Library door and the entrance will be secured.

#### 3.2 Lost and found items

The Library is not responsible for any personal items left in the Library. Lost items will be stored in the *Lost/Forgotten Items* box for 1 week and then passed to the Reception/disposed of/passed to a department, to which they might be of use.

#### 3.3 Library register/Signing in& out procedure

Every student coming into the Library during break time, lunch time and after school must sign the registration form. By signing in, you accept Library's rules and regulations and pledge to comply with them. The students must sign the register when they leave the Library as well.

#### 3.4 Fire alarm

In the event of a fire alarm the students must leave the Library immediately and go to the back of the School, where the whole School gathers.

### 4 Borrowing items

#### 4.1 Maximum of items

Students may borrow up to three books per time (but only one of the items may be a DVD). Additional items may be issued to borrowers at the discretion of the Librarian.

#### 4.2 Loan period

The normal loan period is 14 days for books and 7 days for DVDs/CDs. At the discretion of the Librarian this period may be reduced for items in demand. DVDs/CDs are not renewable. The loan period for books may be extended on request by two separate further periods of 14 days, up to a total of 42 days, provided that the book has not been reserved by another borrower. Such books are subject to recall during the extended period if reserved by another borrower.

#### 4.3 Returning items and renewals

Books must be returned or the loan period renewed on or before the date due for return. No renewal of the loan period will be granted for books in demand. Renewals must be arranged personally. If the student is sick, please telephone the reception and ask to speak to the Librarian. Alternatively you can e-mail to the following address and request a renewal: [library@spsch.org](mailto:library@spsch.org). You may renew your library items on weekends via e-mail. DVDs/CDs are not renewable.

#### **4.4 Reference Books and Books "on call"**

Reference books shall not be taken out of the Library, but certain books placed in reference classes may be borrowed at the discretion of the Librarian.

Any reader who requires an item that has been borrowed by another person may give notice to the Librarian that he or she requires the book. At his/her discretion, the Librarian may request the borrower to return the item to the Library by an amended due date. The borrower shall comply with this requirement or be liable to fines as in Rule 5.

#### **4.5 Magazines and journals**

Magazines and journals are non-borrowable. Students may read them within the Library.

#### **4.6 Parents' responsibility to screen Library material borrowed by students**

Library makes every effort to monitor the content of books, CDs and DVDs it owns. However, ultimately parents/legal guardians are responsible for screening the items the child brings home. If you as a parent do not approve of the books/Library items your child has borrowed, please kindly return them to the Library. If you would like to be notified of all titles your child borrows or if have any special requests in regards to which books your child may borrow, please e-mail the Librarian at [library@spsch.org](mailto:library@spsch.org).

### **5 Fines and Replacement of lost and damaged items**

#### **5.1 Fines for books and CDs/DVDs**

Items borrowed from the Library, which are returned to the Library after the end of the authorised loan period, are subject to charges. The borrower will have to pay £0.10 for each day that an item is kept on loan after the due date. For CDs and DVDs the daily overdue fine is £0.50. No Library items can be taken out if there is an outstanding fine. A student will receive up to 3 reminders once his/her Library item is overdue. If all 3 letters have been ignored and the situation has not been rectified, an email/letter will be sent to parents, asking them to assist their child in returning the book/s or to pay the replacement value as conveyed in rule 5.2 within 7 calendar days. If the situation remains unsolved, the Librarian will charge the replacement value as conveyed in rule 5.2 to the study fees of the student without any notification. If a student requests a renewal for his/her library item (including arrangements done during weekends via e-mail), he/she will have to pay for the number of overdue days including the day on which the renewal was requested. Students are asked to settle all their library fines at the end of each academic year. If there are any outstanding fines at the end of the academic year, the Librarian will charge £3.50 admin fee plus the amount due to the study fees of the student without any notification. The same arrangement applies if a student leaves the School with the outstanding Library fine. The charge will be either taken from the Library and locker deposit or charged to the study fees account.

#### **5.2 Loss or damage of the book**

Borrowers are responsible for paying the replacement value, as assessed by the Librarian, of any item lost or damaged whilst on loan to them (including scratched or damaged CDs/DVDs). The item's price is looked up on the *amazon.co.uk* or another book supplier. The borrower is also responsible for paying the delivery charge and the Library's fine for losing the book. The admin fee for losing the book/DVD/CD for this academic year is £3.50.

#### **5.3 Suspension of membership**

The Librarian has the discretion to suspend Library membership to borrowers who fail to return items or fail to pay charges after due notification or otherwise fail to comply with these rules and regulations (including the cases when students misbehave in the Library).

### **6 Behaviour in the Library**

#### **6.1 Silence**

Silence shall be maintained for an appropriate study atmosphere. Students who trespass this rule will be asked to leave the Library and should do so immediately.

#### **6.2 Food and drinks**

Food and drink shall not be taken into the Library.

#### **6.3 Respect of Library Material**

The marking of any Library materials is forbidden.

## 6.4 Bags

Please leave your bags in front of the Librarian's desk. Do not take them with you into the Library. If you have your laptop in the bag, take the laptop out and pick the bag when you are leaving. The Librarian is authorised to check your bag when you leave the Library.

## 6.5 Uniform

The School's uniform rules fully apply within the Library.

## 6.6 Mobile phones and Lap-tops

The use of mobile phones is prohibited on Library premises. The Librarian has the discretion to confiscate (for the rest of the day) any mobile phones in use in the Library.

Students may use personal lap-top computers, provided that they comply with the School's policy for acceptable use. However, no games or movies are allowed on personal lap-tops as well as on Library's computers. Users of this equipment may be required to work in specified areas. The Librarian has the discretion to confiscate any lap-top (for the rest of the day) in the event of misuse.

## 6.7 Misbehaviour

The Librarian is empowered to stop any activity in the Library which she/he considers prejudicial to the safety, well-being, or security of readers or Library staff or to the preservation of collections. The Librarian has the discretion to ask the student or a whole group of students to leave the Library in the event of students' misbehaviour. The Librarian has the discretion to issue demerits, arrange detentions and to inform form teachers and the administration of the school of any misbehaviour of the students.

## 7 Opening and Closing of the Library

Students are welcome to use the Library on:

Tuesday to Thursday 11:10-11:30  
13:30-14:25  
15:30-17:00

Monday: 11:10-11:30, 13:30-14:25  
Friday 11:10-11:30

Five minutes before the closing time

- students must leave the Library
- all Library services shall cease and the entrance shall be secured

## 8 Breach of the Rules

In the event of a breach of any of these Rules the Librarian and the School may take one or more of the following sanctions:

- Issuing a demerit
- A suspension or withdrawal of the users' right to use the School's Library facilities, which may include access to IT facilities
- An appropriate disciplinary action (at the discretion of the Librarian and other School Authorities).

(Note: The above list of sanctions is not exhaustive, and may be altered or augmented by the School, depending upon the nature of the breach. These rules and regulations were last updated in August 2017)

**Thank you for complying with these rules 😊**  
**Expand your mind, read!**

