

# Stanborough School Library

Rules and Regulations 2023 – 2024



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## 1 Membership & Internet Use

Stanborough School Library is full of excellent resources! As pupils and staff members of the school, you have the freedom to use the space for personal study, to access the internet, to print schoolwork or “dive into” a good book during break times.

You are welcome to borrow our books, CDs and DVDs.

Access to the internet is available from the Library's four workstations. Please respect 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. Headphone will no longer be provided, please bring your own.

## 2 Registration of Borrowers

Students are automatically registered in the Library. In order to use the Library and obtain lending facilities, all we ask is that you undertake to observe the rules and regulations by signing the *Stanborough School Library Acceptance & Permission Form*.

## 3 General Rules

### 3.1 Maximum No. of Students using Library

A maximum of 15 pupils can use the Library at a time. If the Library is full, you will be politely asked to come back another time. Please do not argue with the Librarian if you are asked to leave.

### 3.2 Lost and Found items

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

### 3.3 Library Register Procedure

On entering and leaving the Library (except when accompanied by a teacher), remember to sign the registration form: both in and out. In doing so, you are agreeing to comply with the Library rules, and the Librarian is also aware of who is in the Library in the case of an emergency.

### 3.4 Fire Alarm

In the event of a fire, the alarm will sound and pupils must leave the Library immediately. Leave all belongings behind, and walk sensibly and quietly to the assembly point at the rear of the building.

## 4 Borrowing Items

### 4.1 Maximum No. of Items

Pupils may borrow up to three items at a time. Please note, however, that you may only borrow one DVD at a time. In addition to these three, more items may be issued 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. This period may be reduced for items in demand at the discretion of the Librarian. The loan period may also be extended, if you require, but with a limit of 42 days. Speak to the librarian for more details. DVDs/CDs are not renewable.

### 4.3 Returning and Renewing Items

If you would like to renew your book (DVDs and CDs cannot be renewed), do so before or on the date of return. Unfortunately, we cannot renew books in high demand. Renewals should be arranged in person but if you are unwell, call the Librarian via the Receptionist, or email: [library@stanboroughpark.herts.sch.uk](mailto:library@stanboroughpark.herts.sch.uk)

### 4.4 Reference Books and Books 'on call'

Reference books cannot be removed from the library but you are welcome to access them at break time or lunch time. If you require an item that has already been taken out, you can specifically request it from the Librarian, and at her discretion, she may ask the current borrower to return it by an amended due date. We ask all users to adopt an attitude of care and respect the needs of others, as well as your own, when borrowing items.

### 4.5 Newspapers, Magazines and Journals

We have an extensive collection of newspapers, magazines, journals and further-study prospectuses available, but please note these cannot be removed from the Library. You are more than welcome to read them within the Library.

### 4.6 Parents' Responsibility for Screening Borrowed Items

Although the Library is very strict in providing suitable content for all users, we do ask parents/legal guardians to be responsible for screening items brought home. If you do not approve of borrowed items, please kindly return them to the Library. If you would like to be notified of all titles your child borrows, or have any special requests regarding borrowing items, please email the Librarian: [library@stanboroughpark.herts.sch.uk](mailto:library@stanboroughpark.herts.sch.uk). Any correspondence will be treated with respect and discretion.

## 5 Fines and Replacement of Lost and Damaged Items

### 5.1 Fines

If books, DVDs and CDs are late, (without a prior arrangement) you will be subject to a fine.

You will have to pay **10p** per day until your book is returned, and **50p** per day for CDs and DVDs.

If you have an outstanding fine, you cannot borrow any other items.

You will receive a maximum of 3 reminders for overdue items, and if you still do not pay, your parents will be contacted by letter asking them to assist. Either the borrowed item is returned or the monetary value of a replacement will be paid.

### 5.2 Lost or Damage Items

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 CDs and DVDs). The price is sourced from our suppliers. The borrower is also required to pay delivery charges and any outstanding fine for losing the book/item. For this academic year, the admin fee for losing a book is £7.00.

### 5.3 Suspension of Membership

The Librarian has the discretion to suspend Library membership if anyone fails to return items, fails to pay charges after due notification, or fails to comply with these rules and regulations.

## 6 Behaviour in the Library

### 6.1 Silence

Silence is to be maintained in the Library for an appropriate study atmosphere. You are asked to respect your own work and others' needs for quiet study by not talking. If you are noisy, you will be asked to leave, and you should do so immediately.

### 6.2 Food and Drinks

Please do not bring any food or drink into the Library.

### 6.3 Respect of Library Material

The marking or damaging of any Library materials is forbidden.

### 6.4 Bags

Pupils can leave bags by the Librarian's desk, but please do so in a tidy manner. In the case of an emergency, it is vital that all doorways are kept clear. If you have your laptop in your bag, take only the laptop to the table. This keeps the Library's open space clear for studying and reading. The Librarian has the authority to check your bags.

### 6.5 Uniform

The school's uniform rules apply in the Library too.

### 6.6 Mobile Phones and Laptops

The use of mobile phones is **prohibited** in the Library. If you are caught using your phone, it will be confiscated for the rest of the day. Year 11 pupils *can* use personal laptops providing they adhere to the School's policy, but no games or movies. Use your time efficiently.

All confiscated items can be collected from Reception at the end of the day.

### 6.7 Misbehaviour

The Librarian has the authority to stop any activity deemed detrimental to the safety, well-being and security of other Library users, or to school resources and equipment. Students mistreating library or others' property will be asked to leave. A demerit may be issued, and form teachers and the school administration informed.

## 7 Library Opening Times

	Mon – Thu	Friday
<b>Break (11:10-11:25am)</b>	Open	Closed
<b>Lunch (1:30-2:15pm)</b>	Open	Closed
<b>After School (3.30-4.45pm)</b>	Closed	Closed

Any books/DVDs to borrow or be renewed, please do so 10 minutes before closing time.

All library users are asked to leave five minutes before closing time.

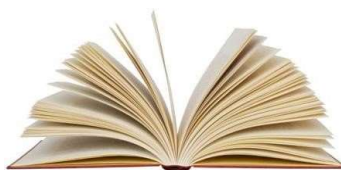
## 8 Breach of the Rules

If any of these rules are broken, the Librarian and School may take one or more of the following actions:

- Issue a demerit
- Suspend or withdraw users' rights to use the School's Library facilities, including IT facilities.
- An appropriate disciplinary action (at the discretion of the Librarian and other School Authorities).

(Note: This list is not exhaustive, and may be altered by the School depending on the nature of the breach. These rules and regulations were updated in September 2020)

Thank you for your co-operation. We look forward to seeing you use the Library!



*'Between the pages of a book is a wonderful place to be.'*  
~ Anonymous ~