

# CHAPEL HIGH SCHOOL LIBRARY PROCEDURES

*The Library belongs to the Chapel Community and it is an area used by students, parents and staff.*

1. The Library is open from 7.30am to 4.30pm from Monday to Friday.
2. Students should work on their own and quietly. All users are expected to maintain quiet at all times, in all parts of the Library.
3. Always walk in the Library.
4. Cell phones are not allowed.
5. It is expressly forbidden to bring or consume food, sweets, chewing gum and drink in all parts of the Library.
6. Students who are allowed by a teacher to come to the Library during class time must show to the Library staff a PASS given by the teacher in their agenda.
7. No group bigger than 4 students will be allowed to stay in the library without teacher supervision.
8. There are shelves for book bags available at both entrances of the Library. Students who bring their school bags into the library do so at their own risk.
9. All Library materials have a check out period: 15 days for books and 2 days for magazines. An item must be brought to the library for renewal.
10. No one should leave the library with any items before checking them out with the Library staff.
12. The fine charged for an overdue item is R\$ 0,25 per item per day. A fine charged per item will not exceed R\$ 30,00.
13. Students with overdue items and/or fines outstanding will not be allowed to take out any other item until the overdue items are returned and the fines paid.
14. Students are responsible for lost or damaged books. A note will be sent and the student will have the option of replacing the book or paying replacement costs.
15. Only one student at a time should use the computer. Remember to log off the computer when you have finished. No games should be played on the Library computers
16. The Xerox machine may be used to copy Reference materials, articles from encyclopaedias, magazines, and other materials that cannot be checked out. All other copies cost R\$ 0,10.
17. DVDs are for use in school and only teachers are allowed to check them out.
18. Tidy up when you leave the Library. Put litter in the garbage; put the books and magazines back on the shelves in the correct place and tuck chairs in under the tables. Make sure you take your belongings with you when you leave the Library.