

LIBRARY MANUAL: IGCSE - STUDENT POLICIES

Library's Code of Conduct Student Manual- Class 3 to 10 – [CIE]:

- Students will come to the library in a queue altogether and with the concerned teachers only.
- The Students should be on time for the library class. In case they are late more than 10 minutes late and not coming in order then they will be sent back to the class.
- 5 Students will enter at a time and find their places, followed by the next 5 and so on.
- The students are instructed to lift the chair and then sit on the chair without dragging the chair, following the same manner each time.
- Each Student will get a Green Card and all the books would be issued to the students via. Id cards only.
- Students will enter their name on the Green Card and submit it to the library.
- Students will carry their pocket **dictionary, library notebook, Calendar, Id card, pen/pencil and the library book** every time they come for the library class.
- Students will keep their bags and personal belongings outside the library every time.
- Students have to bring a written note from the consent teacher whenever visiting the library for any project and submit to the library. [Mention your Name / Class / Teacher's Name/ Project Title].
- Students taking the resources for the reference and project purpose within the School Premises or for a short while have to submit the Id cards to take the property out of the library.
- In case any magazines/ Newsletter/ Journals / Articles are issued or taken from the library are instructed to return the same on time.
- The Students are responsible to keep the books back into the shelves after they finish reading a particular book.

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Lost Books & Damaged Books:

- **If the books are lost and damaged the patron will be charged as per the following norms as stated below:**

Less than 2 years: 25 % Over and above on the Original Cost

2-5 years: 50 % Over and above on the Original Cost

5-7 years: 75 % Over and above on the Original Cost

More than 7 years: 100% Over and above on the Original Cost

- Some CDs are attached to the books, if lost or damaged then have to pay the cost of the book according to the above norms.
- If lost or damaged any Particular Series of Books then they have to pay for the whole series according to the above norms
- Students are instructed to inform the librarian immediately If the Books are torn or damaged at the time of issue.

TYPE 1 ISSUE -LIBRARY READING:

STEP 1 – Students will choose a book of their own, Enter the details on the green card.

STEP 2- Students will carry their pocket dictionary, calendar, library notebook, id card, pen/pencil and the library book every time they come for the library class.

STEP 3- A student can switch on to a new book only when they have finished reading the previous book. Moreover, teachers will scrutinize the students while reading the books and help them with their difficult words.

STEP 4- After a student finishes a particular book, he or she will narrate the experience in the class. There will be a small sort of activity conducted by the respective teachers in the library along with the librarian.

STEP 5- After following the above 4 steps a student is qualified for a new book.

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TYPE 2 ISSUE- PLEASURE READING:

These sorts of books can be issued by the students in their free periods or after school.

The books will be issued only through id-cards. A student cannot keep this book for more than 15 days.

STEP 1 – Students will choose a book of their own

STEP 2- Produce the ID card and Book before the librarian and issue it.

STEP 3- After every 15 days the books are supposed to be returned or reissued. If anyone fails to do so, the students will not be issued any book further.

A student cannot keep this book for more than 15 days, if he or she does so, he / she will not be issued any book for a year.

Library's Code of Conduct For the Students:

- The library Timings are 8.00 A.M to 5.00 P.M from Monday to Friday. The library is open on Saturdays from 9.00 A.M to 1.00 P.M.
- Eatables and beverages are not allowed in the library.
- Talking on mobile phones is strictly prohibited in the library.
- Hard Bind Books and encyclopedias are not allowed to take home. They are used as a reference material. Special permission from the Vice- Principal's is required in case of emergency.
- The Students will be detained to use the library if he or she is not keeping the books properly and disturbing the shelves.
- Bring your own stationary when you are in the library.
- Breach of any above Library Rules will be subject to 3 warning Memos and finally detained to use the library services.

P.S: Class Teacher's are requested to instruct the students, especially to the primary students about the code of conduct of the library.