

# Student User Guidelines for the Library

- All students are expected to use the Library QUIETLY - remember the ethos of the Library.
- All books must be issued at the computer desk before leaving the Library.
- Borrowed books must be returned within 2 weeks -to the returns box at the desk NOT put back on a shelf.
- Some books and other items can only be borrowed for a shorter period than this.
- Lost or damaged books MUST be paid for.
- Pupils are expected to return their books and other items to the correct section of the Library after use if you are not getting them issued.
- Pupils are not allowed to eat, drink or chew gum in the Library.
- Bad behaviour will not be tolerated.
- Litter bins are provided and must be used.
- Students are not permitted to play games on the computers.
- Students using the Library must at all times be engaging in a Library activity i.e reading, homework ...no copying of homework at any time or your work will be removed and handed over to your teacher.
- Place all chairs under tables before leaving.
- Respect must be shown at all times to Mrs Cromie and all members of the Library staff.

**These Rules apply to all year groups and failure to comply with the rules may result in exclusion from the Library.**