

St. Joseph's Convent P.O.S. Library Media Center

Acceptable Use Policy

We want you to love reading as much as we do, and to appreciate all kinds of writing. Everyone in our school needs information to learn and complete assignments etc. Since our library should always be your first choice to find these resources, we need you to know about our usage guidelines, so that we can provide the best services for everyone.

Please be advised that there may be adjustments to these guidelines at any point. Notice will be provided of these changes, and you will be expected to comply with them as they occur.

- You will be expected to follow the directives given by library staff on your behaviour while in or around the library space. These include any measures that may be put in place to safeguard the health and well-being of everyone using the library.
- You must show your library card to borrow materials.
- Students in Forms 1-5 must secure permission from their teacher to use the library during class. Such permission may come in the form of a written permission slip signed and dated by the teacher or a text message to the library staff. The message must contain the student's name, form and the period(s) for which she is permitted to use the library.
- During Form 6 Study periods, there should be no conversation, laughter, or noise that can be heard beyond the tables or open areas. **NO SPEAKING IS ALLOWED IN THE INDEPENDENT STUDY AREA**, so if you need to have discussion, please use a classroom.
- Please sit only 2 students at each table, and do not move any furniture .
- All bags should be left outside the library.
- When leaving, return used books to the front desk, remove garbage and push in chairs.
- Only students who are **ACTIVELY** searching for books should be in the book stacks.
- **Absolutely no food or drink, INCLUDING WATER should be brought into the library.**

LOAN POLICY

GENERAL CIRCULATION BOOKS may be borrowed for 14 days and **SPECIAL RESERVE** items for 3 days. If you have overdues, you won't be allowed to borrow again until they are returned. **REFERENCE BOOKS** may only be used in the library, and should not be taken away.

LOST BOOKS: it is your responsibility to take care of any item borrowed on your card. If an item is lost or damaged, you will need to pay to replace it. Therefore, we encourage you not to loan your card or library materials to others.

DAMAGED BOOKS: if a book is returned to the library damaged, the replacement and processing costs of the book will also be charged.

If you use any computer in our library, **please do not-**

- Send or display offensive messages or pictures
- Use obscene language
- Harass, insult or attack others
- Damage or modify our computers, computer systems or computer networks
- Violate any copyright laws
- Trespass in anyone else's folders, work or files
- Intentionally waste limited resources
- Change settings on the computers

And please remember, the library staff is always happy to help you. Just ask us! 😊