

Library Information

SY 2014-2015

1. LIBRARY HOURS: 7:15 A.M. to 3:50 P.M.

2. BORROWING:

- Student must present their TCIS ID card in order to borrow library materials.
- All items must be signed out at the circulation counter before taken out of the library.
- By checking out materials, the borrower agrees to:
 - Take full responsibility for materials checked out in his/her name;
 - Take good care of all materials borrowed and return them in good condition;
 - Return materials on or before the due date;
 - Promptly pay for all materials which have been lost or damaged.
- For LS classes with regular library checkout, books must be returned to the library 1 period before their classes' library time so that library staff has time to update the students' library accounts.

3. LOAN PERIOD:

Lower School:

Each student can borrow 4 books at a time for a period of 1 week.

Grade 4 students can borrow one back issue of magazines at a time for 1 week.

Middle School/High School:

Books.....2 weeks' 1 renewal, Maximum of 4 items is checked out at a time.

Reference Materials.....Library Use only.

Magazines.....No circulation on current issues (Library Use Only)

Back Issues.....1 week

4. OVERDUES&FINES

Books are considered **overdue** if they are not returned to the library on the due date.

Books are considered **lost** if they are still not returned to the library two weeks after the due date.

Damaged materials.....Cost of repair or replacement plus 20% processing fee.

Lost materials.....Replacement cost plus 20% processing fee.

- Students with library fines or overdue materials will not be allowed to check out materials until these outstanding accounts have been settled.
- In the event of a lost library book:
 - Student will receive the statement of their fines in triplicate. Student has to present the statement with the payment to the cashier.

- The cashier will send one copy back to the library so files can be cleared from student accounts.

5. COMPUTERS:

- Computer use in the library is restricted to academic purposes only(for reference use, word processing and Internet searching).
- Internet use for personal pleasure and games (online shopping, chatting) is not allowed.
- School assignments always take priority over anything else.
- Limit time of use if others are waiting.
- As much possible download information from electronic database into pre-formatted disks or flash drives.
- Unless an assignment required group work there should be only one person at each workstation.

6. LIBRARY VIST DURING REGULAR CLASS PERIOD:

- All students who come to the library during regular classes are expected to present a permission note(Library pass) from the class teacher upon entering the library. Once admitted to the library, students are expected to stay in the library until the end of the period unless indicated otherwise on the permission note by the teacher.

7. USE OF ELETRONIC DEVICE:

- Use of electronic device such as hand phones and laser pointers are not allowed in the library at all time. Walkmans, CD players, and MP3 players are not allowed.

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8. LIBRARY ETIQUETTE:

- Students are expected to be considerate of other patrons and be courteous not only to other user but also to all facilities in the library.
- Food and drinks are not permitted in the library.
- Littering and vandalism in the library will not be tolerated and will result to removal of library privileges for a period of time depending on the extent of the violation.
- Sleeping and lying on couches in the library are considered disrespectful/inconsiderate behavior.