

School Library Code of Conduct

The School wants pupils to get the maximum benefit from using the library and seeks to provide an enjoyable and pleasant environment in which to do so: friendly, safe, secure and relaxed.

This code of conduct is a general statement covering the expected behaviour of pupils using the library. It is your responsibility to familiarise yourself with the code and to observe it.

Pupils and parents/guardians must read, sign and return the tear-off slip to form tutors by no later than Friday 6th September 2019.

Opening Hours

- Please be aware of the opening hours of the library which are 08:30 to 16:30 every day except Friday, when the Library closes at 16:00. The Library is not open during break.
- The library cannot be accessed outside of these hours, except during designated library classes.

Environment and Behaviour

- Be aware that the library has been designated for quiet and silent study. Avoid all unnecessary noise and disturbance.
- Treat staff and other users with respect and courtesy.
- Clear your work space when you leave and put all rubbish in the appropriate bin.
- Return books and all other items used in the library to the correct place.
- No food is to be consumed within the library. Water is permitted. However, water should not be consumed near any of the ICT equipment in the library.

Borrowing

- You must not remove any items from the library without signing them out with Mr McMillan.
- The library has a vast array of fiction and non-fiction texts, including those linked to the Accelerated Reader programme. These can be borrowed from the library for **an initial two weeks**. After this time, books may be renewed twice more by Mr McMillan on request.

[continued overleaf]

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School Library Code of Conduct: Return Form (Essential)

Pupil Name:	Form Class:	Date:
For Pupils I have read the code of conduct. In signing, I agree to following this code and the expected behaviours described, and I understand that breaching this code will result in the consequences outlined. Signed: _____ [pupil]		
For Parents/Guardians I have read the code of conduct. In signing, I agree that my daughter/child will abide by the rules outlines above, and that the school will be reimbursed for any materials which may be damaged or lost. Signed: _____ [parent/guardian]		

Borrowing [continued]

- The library also has a small collection of DVDs, which can be borrowed for up to **2 nights**.
- You are responsible for all materials that have been issued to you; do not lend these to anyone else as you are responsible for all items on your record.
- Treat all library materials with due respect and care. You must not write, highlight or underline in books and you must not mutilate items.
- If any items are damaged or lost while in your care, you will be charged for these to be replaced.
- If you discover that an item you have borrowed has been damaged or vandalised, report it to Mr McMillan immediately.
- Some library books are marked as 'Teen'. These books contain mature content and may only be borrowed by pupils who **are over 14 years of age**, or who have parental consent (see the grey box at the end of this document).

Using the ICT Facilities

- When using the library's ICT facilities, you must observe the whole school rules for using ICT.
- Specifically, you may not use another person's C2k or Accelerated Reader account, or let another person use your account.
- You may not tamper with or move equipment or software.
- Library ICT equipment must be used for work relating to school, and to Accelerated Reader.

Consequences for Breaching the Code of Conduct

- You will be given a conduct point on SIMS, and information will be relayed to your form teacher, English teacher, and parent/guardian (via the SIMS app);
- You may be asked to leave the library and your rights to borrow from the library or to use the ICT equipment may be withdrawn for a specified period of time, depending on the seriousness of the breach.

Thank you for your co-operation.

Mr B McMillan [School Librarian]

Mrs E Graham [Head of English]

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School Library Code of Conduct: Return Form (Optional)

Optional for Parents/Guardians: Teen Books

You also have the option to give your daughter/child permission to borrow 'Teen' books before she/they are 14 years old. Please note that these books have been deemed to contain mature content. If you wish to do so, please sign below. If you do not, simply leave this blank.

Signed: _____ [parent/guardian]