

# CHAPEL ELEMENTARY SCHOOL LIBRARY PROCEDURES

*The Library belongs to the Chapel Community and it is an area used by students, parents and staff.*



1. The Library is open from 7.30am to 4.30pm from Monday to Friday.

2. Please follow the signage system on the ceiling with LED lighting:

- Red lights indicate total silence;
- Blue, whispering is permitted;
- Mix of colors means that quiet conversation is allowed.

3. Students can use the library during their lunch recess to:

- Read a book;
- Play chess, checkers or dominoes;
- Use the computers for research or work;
- Work on homework or classwork.

4. Students should work on their own and quietly. All users are expected to maintain quiet at all times, in all parts of the Library.

5. Always walk in the Library.

6. Cell phones are not allowed.

7. It is forbidden to bring or consume food, sweets, chewing gum and drink in all parts of the Library.

8. Students can check out 4 books and parents can check out 10 books at a time. For breaks and vacations, parents are most welcome to check out up to 10 books per child.

9. All Library materials have a check out period of 15 days. After this period, a note will be sent to the parents by email every week reporting overdue books in case a student has one.

10. Students with overdue items outstanding will not be allowed to take out any other item until the overdue items are returned.

11. In case of damaged/lost books, the student will have the option of replacing the book or paying replacement costs.

12. Tidy up when you leave the Library. Put litter in the garbage; put the books and magazines back on the shelves in the correct place and tuck chairs in under the tables. Make sure you take your belongings with you when you leave the Library.

