

QUICK GUIDE TO BORROWING BOOKS



Dive into this quick guide for successful borrowing

July 2019

HOW MANY BOOKS CAN I BORROW?

1st - 3rd years = FOUR books
4th year = SIX books
5th & 6th year = EIGHT books

HOW LONG CAN I HAVE A BOOK FOR?

Depends on the type of book:

Fiction & Non-Fiction:

1st - 4th yrs = up to TWO weeks.

5th & 6th yrs & Staff = up to TEN weeks.

Reference = ONE period

Orkney Books = THREE days

Short Loan [Project books] = ONE day

HOW DO I BORROW A BOOK TO TAKE HOME?

Go to the Issue Desk and ask the Librarian to issue and stamp the book. She will record the loan on ALICE, the library computer system.

WHAT ABOUT REFERENCE BOOKS?

Reference Books **cannot** usually be borrowed but you may be allowed a special short loan. Ask the Librarian. You might be able to have the book on a day loan or 3-day loan depending on the book.

HOW DO I RETURN A BOOK?



Books will get the urge to be back in the library after two weeks [unless on longer loan].

They should be returned ON or BEFORE the return date.

When you return a book you should leave the book in the box on the issue desk.

Make sure you let the Librarian know you have returned a book.

DON'T leave it lying on a table - it might get lost.

DON'T put it on the shelving trolley.

DON'T put it back on the shelves.

WHAT HAPPENS IF I HAVEN'T FINISHED A BOOK?

Bring the book to the library to get it renewed.
Ask the Librarian to renew it. She will stamp a new return date on the book.

WHAT HAPPENS IF I FORGET TO RETURN A BOOK?

If you forget to return a book you will get an overdue notice from the Librarian. Your Register Teacher will give it to you.

RETURN or RENEW the book **IMMEDIATELY** [Bring the slip with you when you come to the library].

If you ignore overdue notices a letter will be sent home to your parents.

REMEMBER! To avoid getting overdue notices, return your books on time!

REMEMBER! Tell the Librarian when you have returned a book!!!

WHAT HAPPENS IF I LOSE OR DAMAGE A BOOK?

Tell the Librarian so that you can arrange to pay for the cost of replacing it. [You won't be charged for books that can be repaired.]

If you paid for a lost book but found it within TWO months of reporting it lost then you would get your money back.

HOW CAN I RESERVE A BOOK?

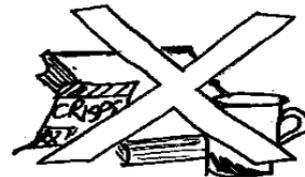
You can reserve a book if someone else has it out. Ask the Librarian for a yellow reservation slip and fill it out.

The Librarian will tell you when the book arrives.

HOW DO I LOOK AFTER BOOKS?

Remember that when you use or borrow books from the library you are using someone else's property. You **MUST** take good care of them.

Keep food and drink away from books.



DO NOT write on them.

USE A **BOOKMARK**; Try not to drop them; Do not bend books back...you might break the binding [cover].

Don't get them wet



ON THE SHELVES...

Try to keep books upright
Do not try to jam them in, loosen the book rest if you need to
Do not push any other books down the back of the shelves

If you try and stick to these few rules, books will last longer, and you won't find yourself with a bill asking you to pay for the cost of replacement.