

HARVEST INTERNATIONAL SCHOOL



LIBRARY RULES

1. Library Hours

Monday to Saturday - 9:00am to 5:00pm

Sunday/Holidays - Closed

2. Borrowing Rules

(a) Students of class PP-4 to CP-3 can borrow one book and class IGCSE-1 onwards can borrow maximum two books (except textbooks) for a week, extendable for another week; incase required.

(b) Borrowers must satisfy themselves about the condition of books at the time of borrowing; otherwise, they shall be responsible for any damage or mutilation noticed at the time of returning.

(c) Damaged or lost books will have to be replaced by the borrower or else a fine (@ Rs 100/-) plus cost of book will be levied.

(d) Books will be issued or returned on week days between the above said time period.

(e) Reference books can be consulted within the library premises only.

(f) Old magazine(s) (exceeding two months issue date) can be borrowed from the library for a week.

(g) In case a student has lost two books in an academic session he/she will not be issued any book from the library but are permitted to read the books in library only.

(h) Teachers can borrow one copy each of the text book(s) of their respective teaching subject for an academic session.

3. **Over due Fine**

- (a) The student is expected to return the borrowed book(s)/magazine(s) on or before the due date i.e. one week from the date of issue.
- (b) In case the book is not returned within the stipulated time, a late fine will be levied @ Rs 5.00 per day per book for first 7 days and thereafter @ Rs 10.00 per day for the remaining period.

4. **Services and Facilities**

- (a) Readers' Assistance: The librarian provides assistance to users in activities ranging from location of a book to finding specific information required by a user.
- (b) Book Suggestion: The librarian will maintain a suggestion register, wherein any user of the library can suggest measures for improvement or availability/procurement of new book(s).
- (c) Borrowing Facilities: Library members can borrow decided number of books at a time, according to their category.

5. **General Instructions**

- (a) The user must maintain silence in the library, failing to do so; suitable disciplinary action will be taken.
- (b) Reading material should not be re-shelved by the user because of danger of being misplaced. Newspaper/magazine can be taken from the newspaper rack for reading but the reader must put it back to the rack before leaving the library.
- (c) A person shall not write upon or damage or mark any document/property belonging to the library. Any book with anything written on it will be declared as damaged and the borrower will be fined accordingly.

- (d) Students are required to put their personal belongings at the property counter outside the library.
- (e) Use of mobile phone/tab, carrying eatables etc is strictly prohibited in the library.
- (f) Membership of a user can be suspended on account of inappropriate behavior with the library staff or any faculty members within the library premises.
- (g) Users are required to be fully compliant with the rules, procedure and conduct as mentioned above.

Note: Library rules are subject to modification or changes, depending upon the School policy.

Date: March 2018

Director Campus
Harvest International School