

SCUOLA PER L'EUROPA LIBRARY RULES

MEMBERSHIP OF THE SCHOOL LIBRARY

The membership of the library is free of charge. Each pupil and each member of staff of the Scuola per l'Europa is entitled to membership.

LENDING SERVICE

1. Available materials:

All library materials are available for lending out, except for the very precious volumes, materials reserved for consultation only, i.e. encyclopedias and dictionaries and all books of the Stocchi collection.

2. Lending procedure:

The rule is "*one book per student for one week*". The users have freedom of choice but are required to register their loan with the librarian or the accompanying teacher acting as the librarian. The loan is personal and the users are directly responsible to ensure that the books remain in a good condition.

3. Extension of the loan:

Extension of the loan is possible if the item is not requested by an other library user.

4. Suspension of the loan:

If you have a book on which the loan has expired, it is not possible to get an extension or new loan before returning the item.

Books will not be loaned out during the school holiday. Therefore all books have to be returned before the start of the holidays.

5. Overdue, damaged, lost, not returned:

Exceeding of the lending period, except for any extension of the loan as described in the library rules above, will have severe consequences. After one month of unauthorized delay the librarian will insist, by phone, e-mail or post, on the return of the item. If the book is not returned to the library for whatever reason, the library will charge the user for the current value of the book. If the missing book is no longer available, the librarian will choose and buy another book of equal value.

NON LENDING SERVICES

It is also possible to just browse through the materials available on the shelves of the library. After the visit the librarian assumes that everything is put back into order.

STANDARDS OF BEHAVIOUR

A user of the library should behave in such a way that he or she is not disturbing other users or causes damage to the rooms, the computers or the library staff present.

All users are forbidden:

- to smoke, drink or eat in the library.
- to enter with coats or any kind of school bag.
- to use a cell phone.
- to draw or write in the library books or on the furniture of the library.
- to talk loudly in the library.

If the librarian is repeatedly confronted with behaviour, not consistent with the rules of the library, he or she is free to expel the person or persons responsible for this behaviour from the library. Membership of the library will also be suspended.

THANKS VERY MUCH FOR YOUR CO-OPERATION