



ST. JOSEPH'S INSTITUTION JUNIOR

A School of the De La Salle Brothers

REF: SJIJ/2018/01/489

Date: 24 January 2018

Dear Parents / Guardians,

RE : Library Rules and Regulations

The school library aims to promote the love for reading and learning through providing a comfortable and conducive environment for our pupils. We would like the school library to be a quiet and pleasant environment where pupils can spend their time reading, studying, participating in library activities or getting their work done. As such, we need the cooperation of all pupils to observe the following library etiquette as well as the rules and regulations pertaining to the school library. We seek your understanding in this matter and reiterate the following to your son/ward.

1. Library Etiquette

Pupils are expected to:

- a. behave themselves and not engage in play
- b. read quietly and not talk among themselves
- c. return books to the original / designated shelves
- d. be courteous to the Library Assistant and Parent-Volunteers on duty
- e. handle all library materials with care
- f. walk and not run
- g. place their lunch boxes / water bottles outside the library. No eating or drinking is allowed in the library.

2. Borrowing Privileges

- a. Pupils are allowed to borrow books for a period of **two weeks**. They must have their Student Card in order to borrow books. Each pupil is allowed a maximum of 2 EL and 2 MT books or 4 EL books (should he be exempted from MT).
- b. Pupils are NOT allowed to use their friends' Student Card to borrow books.

3. Overdue Books

- a. No fine will be imposed for overdue books. However, pupils who have repeated records of returning books past the due date, might be barred from borrowing books for a period of time as stipulated by the Library Assistant (LA).
- b. Overdue books are to be returned to the LA as soon as possible, together with the notice that will be issued by the LA.

4. Replacement / Payment of Lost Book(s)

- a. Replacement of Lost Book(s)
 - Boys who have lost the book(s) are to replace the book with the **exact-titled book(s)** of the **same language(s)** and submit the notice with the replaced book to the LA.

OR

- b. Payment of Lost Book(s)
 - Payment is to be made in CASH at the **General Office** together with the notice. The cost of the book(s) will be made known by the LA. A receipt will be issued upon payment.

5. Return of NLB Books

- a. Please take note that pupils are NOT to return any borrowed books from the National Library Board (NLB) through our school library's book drop service. The school will not be responsible for the late return or charges imposed by NLB.
- b. Likewise, pupils are NOT to return any borrowed books from the school library through NLB's book drop service. The school has the right to issue a notice for overdue / replacement or payment of the lost book(s) if the book(s) are not returned to the school library in such an instance.

As such, we would like to encourage responsible behaviour in the school library and use of the school's library resources. The prompt return of all borrowed library materials is essential so that more resources can be made available to pupils.

Thank you.

Yours sincerely,

Mrs Delphine Minjoot
Library Co-ordinator

Mrs Serene Ng
Head of Department
English Language