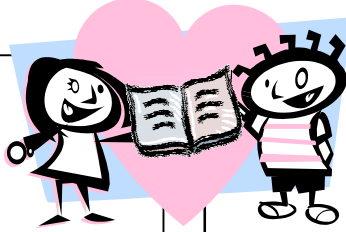


The Care and Borrowing of your Library Books

Care



- Wet library books can't be repaired and you will have to pay to replace it. Protect your library books from spills in your backpack by placing them in a plastic bag first.
- Be kind to your library book. Don't crack its spine, pull off labels or write inside it.
- Don't bend or fold pages—use a bookmark!
- Turn pages carefully by gently pulling the top left-hand corner. No finger-licking!
- Don't eat or drink while you are reading your library books! They can get damaged that way.
- Keep your library books in a safe place at home (away from little ones and pets), where they will be easy to find and safe from damage.
- Bring damaged books to Mrs. Zammit to fix. She has special supplies to do the job right!
- Be sure to return your book to the right library! Our books are stamped with our school name inside the cover.
- NEVER, EVER lend your library book to another person. You will still be responsible for any loss or damage. If a friend wants your book, they will have to wait for you to return it first!

Borrowing

1. If you are a Primary student (JK-3), you may borrow **ONE** book per week. Students who wish to take out additional books must have written permission from a parent.
2. If you are a Junior or Intermediate student (4-8), you may borrow up to **THREE** books.
3. Bring your books back on time—other people may want to read them! Primary students may borrow a book for **ONE WEEK**. Older students have a **TWO WEEK** loan period. Overdue slips will be issued if you're late!
4. If you don't bring your books back on time, you may not borrow anything else until they are returned. (Remember, you don't have to wait for your library period to return a book!)
5. If you want to take your library book out for an extra loan period, you must have the item with you when you renew your loan.
6. If you take out a magazine, remember to return it in its plastic envelope or you will be fined. Current issues on display may only be used in library.
7. Books on display CAN be checked out! If you see something interesting on display, take it home!
8. Reference materials are to be used in the library only, and are NEVER allowed to go home.
9. You are responsible for the library materials that you borrow. **Take good care of them or you will be charged a replacement fee for any LOST or RUINED books.**
10. All library materials must be checked out on the library computer so that Mrs. Z can keep track!