

28 August 2018

Dear S1 Parents,

**School Library Loan Service and Fine for Overdue or Lost Books**

The school library provides loan service from 4 September (Tuesday) and students can borrow books and bring them home to read. The opening hours of the library are as follows:

- School Days: 8:00 a.m. to 5:00 p.m.
- At Christmas, Lunar New Year, Easter and during Summer Vacation:  
9:00 a.m. to 12:30 p.m.; 2:00 p.m. to 5:00 p.m.  
(Closed during lunch hours: 12:30 p.m. to 2:00 p.m.)
- Saturdays, Sundays and public holidays: Closed

Please go over the following rules about borrowing and returning books with your child:

**Borrowing Books:**

Means: Student Card (Use the Student Handbook if the Student Card is not yet available.)      Item Limits: up to 6 books

Loan Period: 14 days      Renewal: Once per book

Reservation: This can be made via the school library's website. A collection notice will be issued by the school librarian to the student making a reservation and the student is to collect the reserved book within three days upon the receipt of the collection note. Failure to do so constitutes forfeiture of the reservation. (Reservation guidelines, usernames and passwords will be distributed after the start of the academic year.)

**Returning Books:**

- Due Date: Loan books are to be returned to the library by the date on the 'Due Date List' affixed to their last page.
- Method: Loan books are to be returned to the library counter during the opening hours.

**Overdue Books**

- A fine of \$1 per day is imposed on each overdue book and the upper limit is \$50. (No fine is imposed on Saturdays, Sundays, public holidays and days when the school library is closed.)
- 'Notices of Overdue Books' will be issued and students must return the overdue books to the school librarian immediately and pay a fine. The fine collected will be used for expanding the library's collection.

**Loss / Damage of Books**

- Students are to take good care of the loan books and return them on time. They should contact the School Librarian immediately if a book is lost or damaged. They will have to buy replacements themselves or pay the full cost of the lost/ damaged books.

Yours sincerely,  
Carmel Secondary School Library

