

Library Use Agreement



Library users demonstrate our school's CARE value of responsibility, by taking good care of the space and resources so that everyone can use and enjoy them. Please treat the library, its staff, including student librarians and your fellow ākongā, with respect.

The library is open during class and lunch time in term time. The name of the Library Manager (LM) is Ms Randolph.

Rights and responsibilities

Library Space, I understand that -

- If I come with my class I must wait for my teacher to arrive before entering the library.
- If I come to the library without my class/teacher, I must bring a slip from them showing where I have come from, what I need to do, and when I need to return to class.
- Before entering the library I must leave my bag in the cubby holes in the foyer.
- I am not permitted to use cellphones in the library at any time
- All food and drinks to remain outside the library
- Movement of library furniture should be directed by staff members only
- I can search and use the library catalogue and web app online at school and at home
- I can use the library OPAC to search the library catalogue and browse the web app, not for general use.

Borrowing, I understand that –

- I can take books out for up to 3 weeks. It is my responsibility to return or renew them. If I let someone else use them, I will still be responsible for them whilst borrowing them.
- I can take my books home, or leave them in the class designated cupboard/shelves.
- I can reserve books online through the web app, or ask the LM to reserve for me. I will receive an email when they are available to collect.
- To return my books, I must give them to the LM, or put them in the slot labelled 'Returns – Wahi whakahoki' at the end of the issues desk. If not, they will not be returned on the system and will still show as borrowed in my name.
- Books may usually be renewed, but I will have to bring it back and show the LM in order to renew it.
- I can ask the LM at any time about my current loans and their return dates.
- I will receive an automated email reminding me to return or renew my book 2 days before it is due back, and then again if it is overdue. At 4 and 6 weeks overdue my parent/carer will receive an email with full details of the overdue book, including the title of the book, and cost of replacement should the book be lost.
- At 8 weeks overdue, books are considered lost, the details sent to the school accounts dept. and added to my student account with request for payment for replacement cost at the end of term. This cost will be removed if the book is returned.
- If books are badly damaged or destroyed while on loan to me, I may be requested to pay the replacement cost.

Searching and selecting digital and physical resources, I understand that -

- I am encouraged to suggest books for the library to buy. I can do this in writing with my name and form class; I should give my request to the LM or write in the requests book, and complete the annual online survey emailed to me.

- I am encouraged to become an independent reader and choose reading material. To select books I can browse the shelves or the online catalogue, and look at recommendations and reading lists in the web app. The LM and my teachers are available to advise and help me with any questions I may have about how to choose books to read for pleasure or for my study needs and interests, during English class time. I can also arrange a session with the LM or drop in at lunchtime. Special requests to the LM can be made for interlibrary loans and digital resources and will be fulfilled on an individual basis where possible.
- I am encouraged to access and use the library web app from school and home. These will provide me with digital resources and information relating to the curriculum and reading for pleasure, including suggested reading, appropriate websites, and databases for research purposes. I can ask the LM for individual help at any time.

When you have read this form please tick the appropriate box on the enrolment form.