

# RESOURCE CENTRE GUIDELINES

The Library is open to members of the College for the borrowing of books and other items.

Student and Staff Smartcards are used as your Library Card, and authority to borrow resources.

All books and resources are the responsibility of the borrower to whom they are issued and remain so until they are returned.

Books not returned by the Due Date, are subject to a charge. The current fine rate is 5p a day.

The damage, defacing or marking of library books or other library property is strictly forbidden. Anyone suspected of damaging library property will be reported to the Key Stage Managers.

All bags must be kept in the cupboards provided or on the floor.

No-one is permitted to eat or drink in the Library.

All mobile phones must be switched to silent before entering the Library and calls must be taken outside.

Any inappropriate behaviour by a student, will be reported to the Key Stage Managers.