

LIBRARY REGULATIONS

TALLINN EUROPEAN SCHOOL

1. GENERAL

1.1 Tallinn European School's library is situated on the first floor, room 121, and is open from Monday to Friday from 8:00 till 16:30.

1.2 The membership of the library is free of charge and each pupil and staff-member of TES is entitled to membership.

1.3 The library provides students with an opportunity to work and read, but also serves as a space for exhibitions.

2. LENDING SERVICE

2.1 Books and other material can be borrowed for use outside of the Library except the latest issues of newspapers, magazines, journals and materials reserved for consultation only, i.e. encyclopedias and dictionaries. Students and school staff can read them in the Library.

2.1.1. Lending procedure:

2.1.2 The normal loan period is 14 days for books and 7 days for DVDs/CDs. At the discretion of the Librarian this period may be reduced for items with high demand, however **the loan period for DVDs/CDs is not renewable**.

2.1.3 Borrowing and returning of books is electronically registered.

2.1.4 Pupils from Nursery up to Primary 5 may borrow up to 1 book (Nursery) and 2 books (Primary) per time. Secondary Students up to S7 may borrow up to three books at a time (but only one of the items may be a DVD). Additional items may be issued to borrowers at the discretion of the Librarian.

2.1.5 The users have freedom of choice but are required to register their loan with the librarian. **Students (and even less parents) are not allowed to borrow books without the librarian presence**. The borrower can leave the library only after the book has been scanned.

2.1.6 The loan is personal and the users are directly responsible to ensure that the books remain in a good condition.

2.1.7 A borrowed book cannot be lent to other people.

2.1.8 Textbooks lent to students by the School must be covered by families and handed back at the end of the school year. **A textbook not returned, or damaged, must be replaced from the student's family**. The entity of the damage will be assessed on a case-by-case basis.

2.1.9 The lending service will stop two weeks before the end of the academic school year.

2.2 Extension of the loan:

2.2.1 The loan period for books may be extended on request by two separate further periods of 14 days, up to a total of 42 days, provided that the book has not been reserved by another borrower. Secondary students can arrange with the librarian a longer loan period depending on the book subject and on the teacher's advice.

2.3. Overdue, damaged, lost, not returned:

2.3.1 No Library items can be taken out if there is an outstanding book. If a book is not returned by the deadline determined, (public holidays are excluded) the student will receive up to three reminders. If the reminders have been ignored and the situation has not been rectified, parents will be advised via e-kool or email asking them to assist their child in returning the book/s or to proceed with the book replacement within 7 calendar days.

2.3.2 If a borrowed book is damaged or lost the Library has the right to ask the borrower to replace it. Only if the Reader cannot buy and return an identical book to the Library, he can replace it with a similar one, respecting the level, the subject and its original value.

2.3.3 Library makes every effort to monitor the content of books, CDs and DVDs it owns. However, ultimately parents/legal guardians are responsible for screening the items the child brings home. If you, as a parent, do not approve of the books/Library items your child has borrowed, please kindly return them to the Library.

2.3.4 All books damaged or lost have to be replaced. The entity of the damage will be assessed on a case-by-case basis.

2.4. Return and suspension of the loan:

2.4.1 **Borrowed books should be returned to the library on time** and borrower can apply for a prolongation of the deadline no later than on the day when the book should be returned.

2.4.2 Books must be returned, or the loan period renewed, on or before the due date. No renewal of the loan period will be granted for books in demand. Renewals must be arranged personally. If the student is sick, please e-mail and request a renewal, to the following address: doriana.semprini@est.edu.ee

2.4.3 Books **will not be loaned out during the school summer holidays**. Therefore all books have to be returned before the start of the holidays.

2.4.4 Students are asked to settle all their library items at the end of each academic year. If there are any outstanding items at the end of the school year, the student may not receive his/her study report.

3. NON-LENDING SERVICE

3.1 It is also possible to just browse through the materials available on the shelves of the library. After the visit the librarian will place everything back into order.

3.1.1 If required the library can be used for doing homework after lessons, for p5 and up students, until no later than 16:30.

4. USE OF LIBRARY COMPUTERS

4.1 The computers in the library are meant for individual research over the internet, independent student work for upper Secondary pupils, or occasional classes.

4.1.1 Students can only access websites related to school work research. All the social network websites and videogames are not allowed.

5. PHOTOCOPIES

5.1 Only research documents (dictionaries, encyclopedias, reference books and diverse articles) may be copied in the library. This service is free of charge. In order to make copies, the librarian's permission must first be obtained.

6. STANDARDS OF BEHAVIOUR

6.1 A user of the library should behave in such a way that he or she is not disturbing other users or causes damage to the rooms, the computers or the library materials.

6.1.1. All users are forbidden:

- to smoke, drink or eat in the library.
- to use a cell phone.
- to draw or write in the library books, textbooks or on the furniture of the library.
- to talk loudly in the library.

6.1.2 If the librarian is repeatedly confronted with behaviour, not consistent with the rules of the library, he or she is entitled to expel the person or persons responsible for this behaviour from the library. Membership of the library will also be suspended.

The School is committed to complete the list of books available depending on student demand.