

European School Frankfurt
Rules for the use of the Secondary Library

§1 General

- 1 All members of the school community are entitled to use the library.
- 2 The opening hours are on display.

§2 Registration

- 1 Before being able to use the library it is necessary to make a registration. By registering the user automatically accepts the rules for the use of the library. A separate written confirmation is not necessary.
- 2 All personal details are treated as personal and confidential and saved in accordance with legislation for the protection of personal data.
- 3 The user is given a personal ID which is necessary for the loan of books or other media. The loss of a personal ID must be communicated immediately to the library.*

§3 Fees

- 1 The library does not charge fees. Other costs that may arise are detailed on the notice board.

§4 Loans and the use of library property

- 1 Deadline for the return of books and other media: the deadline for the return of books is 4 weeks, 2 weeks for newspapers, and 1 week for digital media (e.g. DVD, or audio CDs). Pupils who do not respect the deadline receive a first reminder via the class representative. Reference books, materials and other media may not be taken out on loan, unless the library grants an exceptional short loan (1-2 days).
- 2 Extension: the return date can be extended if the item in question has not already been reserved by another user.
- 3 Items that are out on loan can be reserved by another user. The user who has made the reservation will be informed as soon as the requested item is ready to be picked up.
- 4 The library reserves the right to call back any item that is on loan, as well as to limit the number of items on loan or the number of reservations a user can make.
- 5 All users must comply with existing copy-right legislation.
- 6 A user can be barred from the library in case of late return of items or the non-payment of fees.
- 7 A user must ensure that all items belonging to the library are returned before leaving the school (in case of graduation or a change of school).

§5 Library property: damage, loss and liability

- 1 The user must treat all media with the necessary care and respect. It is the responsibility of the user to return the items in good condition. Any damage or loss should be communicated immediately to the library staff.
- 2 Users are not allowed to pass on library property to a third person.
- 3 In case of damage, loss, or non-return of an item after a third warning, the user will be required to either replace the item in question or pay the costs necessary to replace the item.
- 4 The user is liable for any damage or loss caused by a third person who is using their ID.*
- 5 Pupils will also be informed of specific rules for the use of ICT in the library.

§6 Visiting the library

- 1 All users must behave in an appropriate manner, so as not to disturb others. The internal school rules also apply in the library.
- 2 Pupils are not allowed to eat or drink in the library.
- 3 All users must respect the instructions of the library staff at all times.

§7 Barring somebody from the library or from use of the library

- 1 Users who break the rules or who do not comply with the wishes or instructions of the library staff can be barred from visiting and/or using the library facilities either indefinitely or for a limited period of time.

§8 The rules come into effect

The Rules for the use of the library come into effect on 01.02.2010.

Direction

Library

**For the loan of books or other media, the pupil's name will be used as ID until the User IDs are distributed.*