

School Library User Guide

Welcome to the School Library – your place for reading, learning, and discovery! This guide will help you understand how to use the library effectively.

1. Getting Started

Who can use the library?

All students, teachers, and school staff are welcome.

When is the library open?

Check the library notice board or website for current opening hours.

Where is the library?

Located on the Level 3, Block A.

2. Borrowing Books

How to borrow a book:

- Choose your book.
- Bring it to the counter with your library card or student ID.
- The librarian will record your loan.

Loan limits:

- Students may borrow up to 2 books at a time.
- Loan period is 5 days.
- Books can be renewed unless another user has reserved them.

Returning books:

- Return books on or before the due date.
- Place them in the return bin or give them to the librarian.

Late returns:

- Late books may receive reminders or fines.
 - Lost or damaged books must be replaced or paid for.
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3. Finding Information

How to find a book:

- Find on book rack or ask the librarian.
- Books are arranged by subject or classification number.

What's available in the library:

- Fiction and non-fiction books
 - Reference books (not for borrowing)
 - Newspapers and magazines
 - Educational games and multimedia
 - Computers with internet (for study use)
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4. Library Rules

- Speak quietly at all times.
- No food or drinks allowed.
- Use library computers for study only.
- Treat books, furniture, and equipment with care.
- Respect others' space and focus.

💬 5. Need Help?

Librarians are here to help you:

- Find books or information
- Learn how to use library tools
- Recommend books based on your interests

📖 **The library is your space – explore, learn, and enjoy reading!**
If you have any questions, just ask a librarian.

