

Discipline Policy:

1. Behavior Expectations: Students must maintain quiet and respectful behavior in the library to ensure a conducive learning environment.
2. Food and Beverages: No food or beverages are allowed in the library to maintain cleanliness and prevent damage to books and resources.
3. Handling of Books: Students should handle books and resources with care, avoiding marking, tearing, or damaging them in any way.
4. Respect for Library Staff: Students must respect and follow instructions given by library staff members.

Book Issuing and Returning Policy:

1. Book Borrowing: Students can borrow a book with the permission of the librarian.
2. Reissued: Books can be reissued for an additional period if there are no pending requests from other students.

Lost Book Policy:

1. Reporting Lost Books: Students must report lost books to the library immediately.
2. Replacement Costs: Students will be responsible for the replacement cost of the lost book, which includes the current market price and any processing fees.
3. Appeals: In exceptional cases, students may appeal to the librarian regarding the lost book charges, providing valid reasons supported by evidence.

Gifting Books Policy:

1. Acceptance of Donations: The library welcomes book donations that align with the school's educational objectives and standards.
2. Criteria for Donated Books: Donated books must be in good condition, relevant to the school's curriculum or general reading, and age-appropriate.
3. Librarian's Discretion: The librarian reserves the right to accept or decline any donated books based on their relevance, condition, or duplication of existing resources.

These policies aim to ensure a well-maintained library environment, responsible handling of resources, and fair guidelines for borrowing, returning, and managing library materials. Adjustments can be made as needed to fit the specific needs and circumstances of your school's library.