

School Library Policy

The school library is a welcoming space that supports students' love for reading and learning. Through quality reading materials and programmes, we aim to nurture confident, independent, and lifelong learners.

Library Opening Hours

During School Term Monday to Friday	8.00 a.m. – 11.45 a.m. 12.45 p.m. – 4.00 p.m.
During School Vacation Monday to Friday	March and September: 9.00 a.m. – 3.00 p.m. June (first two weeks only): 9.00 a.m. – 3.00 p.m. Please note: The library will be closed at the end of the school year for stock-taking.

Borrowing Books

All students are automatically registered as library members.

The EZ-Link student pass is used as the library card.

Students may borrow up to 4 books at a time.

Each book may be borrowed for 14 days.

Renewing Books

Books may be renewed once for another 14 days if they are not overdue and not reserved by another student.

Overdue Books

Students with overdue books will not be allowed to borrow new items.

Overdue books should be returned as soon as possible.

Borrowing privileges will resume once all overdue books are returned.

Lost or Damaged Books

Students are responsible for all books they borrow.

Lost or damaged books should be reported to the librarian immediately.

Parents will be informed if a book is lost or damaged.

The book must be replaced with:

The same title, or a book of similar value if the title is no longer available.

Cash payment is not accepted.

Borrowing privileges will be suspended until the book is replaced.

Library Behaviour

To maintain a safe and pleasant environment, students are expected to:

- Speak softly
- Walk at all times
- Keep food and drinks outside the library
- Handle books and library facilities with care
- Students who do not follow library rules may be asked to leave.

Library OPAC & Reading Resources

Students can browse the school library collection on OPAC and check their loans online and make reservations.

Parents are encouraged to sign their child up for a National Library Board (NLB) myLibraryID to access e-books, digital resources, and reading programmes.

The School E-Resource Repository (SERR) provides students with digital learning and reading resources to support learning at home.

Partnering with Parents

Parents' support in reminding children to care for library books and return them on time plays an important role in building a positive reading culture in school.