

# QHPS Library Policy

The library functions as a place for leisure reading and learning. In addition to providing quality reading materials, the library aims to develop pupils into avid readers and independent and lifelong learners.

## Library Opening Hours

School Term Time	
Monday – Thursday	8.00a.m. – 4.00 p.m.
Friday	8.00a.m. – 3.30 p.m. (Closed for lunch break and sanitization from 11.45 a.m. -12.45 am.)
School Vacation Time	
Monday – Friday	During March, June and September school holidays: 9 a.m. – 3 p.m. (Closed at end of school year for stock-taking.)

## Borrowing Privileges

- All students are automatically registered as a member of the school library.
- The EZ-link student pass functions as a library card.
- Students are entitled to borrow up to four books at a time.
- The loan period for books is 14 days.

## Renewal

- Books can be renewed for another 14 days.
- Each book can only be renewed once.
- You may renew a book if:
  - The item has not been reserved by another member
  - The item has not been renewed before.
  - The item is not overdue.

## Overdue items

- Students with an overdue book will not be allowed to borrow additional books until the overdue book is returned.
- Students are to return their overdue books immediately.
- Borrowing privileges will be suspended until the overdue book is returned.

## Lost / Damaged Library items

- Students are responsible for any items borrowed from the school library. Please notify the librarian immediately for lost or damaged item.
- For every book lost or damaged, the pupil will have to purchase the same titled book as a replacement.
- In the event that the book is no longer available in the market, the pupil will have to replace it with a new book of equivalent value to the library book.
- Cash payment is not accepted.
- Borrowing privileges will be suspended until the lost item is replaced.

### Library Etiquette

The library aims to promote the love for reading and learning through providing a comfortable and conducive environment. To keep the library environment pleasant, pupils are expected to observe the following library etiquette:

- Speak softly at all times.
- Do not run or play.
- Food and drinks are not allowed to be brought into the Library.
- Handle all library materials and facilities with care.
- Anyone behaving unacceptably will be asked to leave.



### School Library OPAC

- Students can browse the library collection on OPAC at <https://schoolibrary.moe.edu.sg/qihuapri>

### School E-Resource Repository (SERR)

The School E-Resource Repository (SERR) is a virtual school library which aims to promote recreational reading as well as support learning for students across various subject areas. A variety of e-resources has been made available. These include videos, audio books, e-books, e-magazines, e-newspapers and online articles.

- <https://schoolibrary.moe.edu.sg/eresourcespri>

### National Library Board Membership and MyLibrary Account

- Students are strongly encouraged to be members of the National Library Board. Parents can also sign their children up for the myLibrary account to enable them to borrow e-books and other e-resources from NLB and to take part in NLB activities.
- Signing up for a library membership and myLibrary account is available online at <https://account.nlb.gov.sg>. Alternatively, visit any of the public libraries to seek staff assistance.