



HKFYG Lee Shau Kee College Library

Library Regulations

1. Library Opening Hours

Recess	10:35 – 10:55
Lunch	13:15 – 13:55
After School	16:00 – 18:30

2. Guidelines for Library Users

The Library's resources and facilities are shared by everyone in HLC. To ensure everyone's right to equal access to all materials in an environment favorable to research, all Library users are expected to follow the rules below:

- (a) Show courtesy and consideration to others at all times.
- (b) Be respectful towards Library Prefects and follow their instructions.
- (c) Work quietly and use time profitably.
- (d) Do not socialize, play games, carry on discussions or practice plays or speeches in the Library. Other school areas, such as SRA, are available for these activities.
- (e) Place your bags and belongings onto the bag-shelf next to the main entrance.
- (f) Do not eat or drink in the Library.
- (g) Use **ONLY** the main entrance for entering and leaving the Library.
- (h) Return all materials, equipment and furniture back to their original position before leaving.
- (i) Mobile phones should be switched off (during recess and lunch) or set to the silent or vibration mode (after school).
- (j) Leave tables and carrels uncluttered and ready for the next user. Items left unattended will be removed.
- (k) The Library is not responsible for any loss or damage of any unattended items.
- (l) Photocopying of Library materials should be done in compliance with the Copyright Law. The details of pricing are as follows:

A4	Paid \$0.5
A3	Paid \$1
A4 (Color)	Paid \$3
A3 (Color)	Paid \$6

(m) Any irregularities shall be reported to Library Clerk or Library Teachers immediately.

3. Guidelines for Using the I.T. Equipment

The Library provides free computer facilities to the public. All students, teachers and staffs are welcome to use the facilities. All Library users are expected to follow the rules below:

- (a) Prior registration for the use of computer facilities is required. To register, students need to write down some basic information (e.g. class, name, arrival time, etc.) at the counter.
- (b) Users are strictly prohibited from sending any unsolicited electronic messages (whether of commercial or non-commercial nature) via the Library's network or accessing websites containing materials which are obscene, indecent, violent, disgusting, libelous, threatening or discriminatory in nature or engaging in online games or gambling. Users are not allowed to use their own CDs, CD-ROMs (except those used as storage media for files produced by users themselves), VCDs, DVDs, or any computer software on all Library computers.
- (c) Users are advised to log off all online user accounts and close the browsers before leaving the workstations for the sake of personal data protection.
- (d) The Library is not responsible for any loss or damage that may arise from the use of its facilities.
- (e) All software provided by the computer shall be used in accordance with the terms and conditions of relevant licensing agreements. Illegal duplication of any software or files from the workstations in any form is strictly prohibited.

Students who disturb others or fail to follow the Library Regulations will be asked to leave the library. Repeated disturbance or misuse of the facility will result in the loss of Library privileges. The administration and parents will be informed. The student will be readmitted to the Library when the Teacher-librarian is satisfied with the student's behavior after observation.

Fair and effective use of the Library is based on mutual respect for individual rights and an understanding of one's own responsibilities.

3. Checking-out Materials

Holders of student or staff cards may check out materials at the circulation counter according to the list specified below. Student cards cannot be transferred to, or used on behalf of, other persons.

<u>Borrower types</u>	<u>Materials</u>	<u>Period</u>
Students	Chinese Collection (CHI), English Collection (ENG), English Graded Reader (GR), HKDSE Corner (DSE), Junior Form References (JFR), Careers Corner (C-C) except University prospectus, Project Learning (PJL), Guidance (GUIDE), Oversize collection (OVER)	14 days
	AV Location	7 days
	Reference (REF), University prospectus in Career Corner (C-C), Teacher Reference (TREF), HKEAA (HKCEE & HKAL Past Paper) (PP), Newspaper Collection, Magazine Collection, HKFYG Collection (HKFYG), Other resources Students should use all reference materials in the library.	0 days
Teachers and staffs	ALL	28 days

No Library materials are allowed to be taken away from the Library without checking out at the Circulation Counter. Violation of this rule will be treated as shoplifting and relevant disciplinary actions will apply.

<u>Borrower types</u>	<u>Maximum number of loan quotas*</u>	<u>Maximum number of renewable items**</u>	<u>Maximum number of holding items***</u>
Students	6	2	5
Library Prefects	10	2	5
Teachers and staffs	15	2	5

* Students who do not return their books on time will not be allowed to borrow any Library items until the account is cleared.

** All students, teachers and staff can renew the borrowed materials, provided that no hold request has been made for the same item by other users, or the item is not overdue. Please refer to the document “On-line Book Renewal Service” for more details.

*** Users can place hold requests for items which have been checked out by other users. A pick-up reminder will be sent to the user once the reserved items are returned. Users are suggested to check e-mail and pick up their reserved items at the circulation counter within 3 days.

4. Overdue Items

Borrowers are responsible for returning their borrowed item(s) on or before the due date. The School is not posing a fine on students who do not return on time. Instead, the following procedures will be carried out:

- (i) The Library will remind students of overdue items through FTs every Thursday.
- (ii) Deduct 1 Conduct Mark if the item is still not returned by the following Thursday.
- (iii) The Library will distribute a Book Overdue Report at the end of each month. Students who are holding library items that are overdue for more than a month will have to see the responsible teacher and shoulder the cost of replacement.

5. Loss and damage of library materials

Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement of any kinds. They shall be required pay the replacement cost and handling fee. If the book is one of the series, the user has to pay the cost of the whole series. If the book is donated, the penalty of paying a the replacement cost and handling fee still applies.

- (i) Students need to pay the original cost of the book plus a 20% handling fee at the end of the term. Teacher Librarian will prepare a form and a notice based on the record of losing items. Students and parents can pay at the end of the term. The cost is to be paid through ePayment
- (ii) For details of fine, please refer to the following the Hong Kong Education Bureau EDB documents:

- http://www.edb.gov.hk/attachment/tc/student-parents/sch-info/fees-charges-in-sch/aided-sch/collection%20sof%20fines,%20charges_aided%20schs_c.pdf
- <http://www.edb.gov.hk/tc/curriculum-development/resource-support/sch-lib-services/qa/others/index.html>
- <http://www.1823.gov.hk/big5/FAQ/011007/index.shtm>
- <http://www.edb.gov.hk/attachment/tc/curriculum-development/resource-support/sch-lib-services/qa/others/EDBC12014C.pdf> (6. 嚴重損毀或遺失圖書館書冊的罰款)

Examples :

(1) Overdue <7 days and return the item : Only receive one overdue notice → No punishment.

(2) Overdue >7 days and return the item : Receive >1 overdue notices → deduction of 1

Conduct Mark deduction

(3) Loss of the item and timely report of loss to the Library within 7 days after the issue of overdue notice: Parents sign notice issued by the Library on e-Class → Pay original cost plus 20% handling fee at the end of the academic year.

(4) Overdue >7 days and loss the book : (2) + (3)