

Borrowing from NSPS Library

When can you borrow books?

You can borrow or return books any day from

8.30 – 8.50 3.15 – 3.30

In terms 1 and 4 on Tuesday and Thursday from 12.40 – 1.00

In terms 2 and 3 every day from 12.40 – 1.00

Your class will also have its own borrowing time each week

How do you borrow the books you choose?

You may borrow up to 5 books at a time.

You may borrow only one book from a particular series at a time so that the titles are there to be shared by everyone.

Anyone may borrow from any section of the library but there is a special section that is just for year 6 and 7 students only, because the books there have themes that are more suited to older students.

Some books must stay in the library or can be borrowed to classrooms only.

Before you leave the resource centre, you must borrow your books on the computer. Folders with names are located next to the two borrowing computers.

How can you look after the books you borrow?

Please make sure you carry your books in a plastic bag to protect them. We can give you one if you don't have one. Just ask. Many of our books are damaged because students put them in their backpacks with drink bottles that leak and we are unable to clean them, even dry them out.

We know you like to borrow books that are clean and fresh with all their pages together!

Keep your books in their library bag until you get home, and then when you are there have a special place for them where your little brothers or sisters cannot reach, and pets cannot get to.

Some students also lend their library books to other students without returning them first. This is not a good idea because their friend might lose the book. You are responsible for the safe return of any books that are checked out to you.

How long can you have to read the books?

You can borrow the books for two weeks. You may bring them back in before then if you have finished reading them, and if you need them longer please come and see me and I will renew them for you.

However some very popular books are kept in the cupboard and borrowing is restricted to 2 weeks so that other students can have their turn.

When you return books please make sure you put them on the wooden returns trolley next to the borrowing computer. This makes sure they will be removed from your name before they are returned to the shelves.

There is limited borrowing over the holidays.

What happens if you forget to bring my books back?

If you have a book for more than two weeks, you will be given a reminder to bring it back. If you still do not return it an account will be sent home asking you to pay for the book. Some of our books cost more than \$35 so you really need to take care of them.

You cannot borrow any other books if you have overdues.

I keep a record of overdue notices sent out, and if I find that I am having to give you lots of notices to bring books back, I may decide that you can only borrow one book at a time.

If you accidentally damage a book, please tell me so I can fix it. Books that are damp soon go mouldy and smelly and affect other books on the shelf. If I cannot fix it, I will ask you to pay for it so we can replace it.

How can you find a special book that you are looking for?

If you are looking for a particular book, you can search our on-line Bookmark catalogue from the two borrowing computers in the library. You can search using a key word, title, author or series.

If we have it, it will be there. If you are not sure how to use this search ask me.

You can also check to see if the book is on the shelf.

If you can't see any information about the topic you are interested in, please come and see me and I will try to get you something from somewhere else.

Buying books

I am very willing to consider buying books you want to read – it is your library. If it is a title that lots of students are likely to ask for or use, and we can get it easily at a reasonable price, then ask me about it.