

# Regulation of the library

Dear parents, your children are fortunate to be in a school which has a library. They will find novels, non-fiction books and even comics, whether for fun or for schoolwork.

So that everything goes as well as possible, here are the specific procedures and rules to follow in the library.

## 1. Schedule

Each class enjoys one library session per week according to a schedule established with the teachers. During these sessions, children enjoy a reading and then can choose one or more books to borrow.

The Primary children are allowed to come to the library on their own during one recess per day (morning or lunch) according to a schedule established every year with the Directors. The library will remain closed during the other breaks to promote children's outdoor time.

## 2. Loan

- Kindergarten: 1 book at a time, for a week.
- P1-P2: up to 2 books at a time (1 personal choice and 1 for L2), for two weeks.
- P3-P4-P5: up to 3 books at a time (personal choices and at least 1 for L2), for two weeks. The big readers respectful of the books and the rules are allowed to borrow more books.

The children have the possibility to renew their books (in person or by email) if they need 2 more weeks. The request has to be made, otherwise the book will simply be considered as late. The book can be returned anytime in the "Return box" when the child comes to the library.

Children can keep books during school holidays (All Saints, Christmas, Carnival and Easter) except for the summer holidays. As stipulated in the school regulation<sup>1</sup>, the child must have **returned all his/her books to the library by the end of the school year** to receive his/her school certificate.

**NB:** All library resources can be borrowed by children, with a few exceptions: teachers' resources, French comic books, unlaminated magazines and encyclopaedias.

## 3. Loss and damage

Automatic overdue emails are sent via the library's lending software to the student's email address as well as the primary responsible parent. These messages contain the references of

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<sup>1</sup> See Article 52.6, p.34 of the General rules of the European schools: <https://www.eeb2.be/en/our-school-plans-regulations-policies/>

the borrowed books as well as their cover image. These emails often end up in Spam, please check from time to time and validate the email address as "Safe sender".

In case of loss or excessive damage of a book, some compensation will be requested. A note will be pasted in the diary or an email will be sent with the reference of the book to buy at the bookshop of your choice. If the book is not available anymore, another title on the same subject and for the same price will be given.

**NB:** No fine is charged for overdue books and for security reasons, NO financial compensation (cash or bank) will be accepted to replace books!

#### 4. Behavior

The behavior required in the library is the same as the one expected in class. Speaking normally is accepted, there is no need to whisper but be careful to respect other children's work / reading. A working room has been set up for pupils who would like to work on a group project.

Eating in the library is not allowed, however children can bring their water bottles.

Happy reading,

Laure Brogniez (librarian)