

RULES OF PROCEDURE OF AUDENTES LIBRARY

READERS

1. All students and employees of Audentes may be readers of the school library.
2. Stationary students of 1st – 12th grade shall be registered as readers by a class list and re-registered on September 1 of every academic year. Distance students and employees shall be registered as readers by an identity document.
3. A reader is obliged to submit to the library correct contact data. Upon the change of the data, the library shall be notified of the fact.

SERVICES

4. Basic services of the school library are free of charge, including on-site use, home lending, information service, periodicals, use of reading computers.
5. Printing in the library is free of charge for the students to the extent of up to 30 pages in an academic year, upon exceeding the limit the price for printing of a sheet in A4 format shall be 5 cents.
6. Lending period:
 - Textbooks – 1 academic year
 - Other literature – regular lending 28 days
 - Newspapers and periodicals – 7 days, the latest number is not lent
7. If reservations are lacking, the term can be extended via e-mail and by phone as well as on the spot. Lending period can be extended only before the expiration of the term or on the same day.
8. Reserved items shall be kept for 3 days after the receipt of notification.

TEXTBOOKS AND OTHER STUDY TOOLS

9. The students of 1st–3rd grade shall receive study materials from the class teachers. At the end of an academic year, the class teachers shall check the return of the books and inform the library of any arisen problems.
10. A student dismissed from the list of students shall return the items borrowed from the library before leaving.
11. A distance student who has interrupted his studies shall return the items borrowed from the library at once.
12. Any lost or damaged items shall be replaced or compensated up to tripled price.

HANDLING OF DEBTS

15. The library is entitled not to lend items to the debtors in the period equal to the excess of the lending term.
16. To the long-term debtors (debt over 100 days) we shall issue an invoice for the indebted books, where the price of a book has been tripled.
17. Class certificate or graduation documents of the school shall be issued after liquidation of all debts before the library.

BEHAVIOUR IN THE LIBRARY

18. A reader shall use the library purposefully: for reading, studying, revision of literature etc. If necessary, a reader may ask for assistance from the librarian. Upon leaving the reader shall put his/her work place in order.
19. Reading computers are intended for performing of school tasks.
20. Silence and order shall be maintained in the library; mutual communication shall take place without disturbing the others.
21. Eating or drinking is not allowed in the library.
22. The librarian is entitled to call violators to order and send them away from the library upon non-obedience.