

June 2016



**Rules and Regulations of the English Library  
Quentin Blake Europa-School  
Staatliche Europa-Schule Berlin (SESB)**



The English Library was founded several years ago through a parent-teacher initiative. By making English fiction and non-fiction books, audio-books and dictionaries accessible to the children, it has not only turned into a steady source of support for both the native speakers and the non-native pupils in our school but also into one for the English teachers, who readily use and profit from its resources.

The continuity of the Library has always largely depended upon three main pillars: on the generations of committed parents, who have not only donated their time and effort in the Library, but who have also organized and participated in the various library activities throughout the years; on sponsoring; and last but not least, on the financial and moral support of parents, teachers, educators and other people in and about our school, who readily assist when necessary.

The English Library has become a center of interaction, information and a source of communication, attracting both children and adults alike. Please visit our Website for more information and current events ([www.quentin-blake-europe-school.de](http://www.quentin-blake-europe-school.de) Section "Library")

The library is financed by the majority of the parents who are paying members of the Förderverein. Nevertheless our goal is that everyone can enjoy the library for free, therefore a set of written rules and regulations has been agreed to avoid misunderstandings and to remind the users how to use the library properly.

### **Who has access to the Library?**

All the **pupils, staff and parents** who have accepted the rules and regulations of the Library by completing and signing the respective form for the current school year, have access to the library.

Pupils whose parents have not submitted the above mentioned form may use books during their respective class' library sessions but will not be allowed to borrow any library materials.

### **Library Rules and Regulations**

#### **1. Pupils**

The English Library is a centre for acquiring information and for making the acquaintance of new books, audio-books, DVDs, and Magazines. As there are some restrictions as to when pupils are able to access the library, they should be encouraged to use the time they spend there exploring it and using its capacities to the full. Furthermore they must be instructed on how to deal with the library materials responsibly so that others can benefit equally from them for a long time. Older children should be encouraged to return the books they have been examining during the library session to the shelves. If they are not sure where the books belong, they can ask a librarian or parent volunteer for help.

a) **Check-out Limits**: A pupil is allowed to borrow four (4) books or audio books for a period of two weeks. The borrowing period may be extended twice by two weeks each time. Only 5<sup>th</sup> and 6<sup>th</sup> Year Pupils are allowed to borrow one (1) age appropriate DVD as part of their allotted quota.

b) **Late Fees**: The late fee for library material is as follows:

€0.10 per item per day.

To allow for missed library lessons due to class trips, illness and other reasons there is a grace period of two weeks after the due date during which the media can be returned without fee. The late fee will then increase by €0.10 every day until the item is returned or a maximum amount of €2.50 per item is reached. Once the maximum amount of €2.50 is reached, no new material may be borrowed until the late material is returned and the fees have been paid. Extensions can be made either in the library or by logging on to the on-line library system at [www.qbes-english-library.de](http://www.qbes-english-library.de).

- c) **Reminder Notes:** If the media is not returned within two weeks past the due date, a first reminder will be sent by email to the respective account holder. If no valid email address is on file with the library, a hard copy of the reminder will be given directly to the child or to the teacher in charge of the class, who will give it to the child. If the material is still not returned, a second reminder will be sent 1 week after the first one. Should the item still not be returned 2 weeks after the second reminder, it will be considered as lost and a third and last reminder will be sent to advise the parents to pay or to replace the missing media. These rules do not apply in case of illness or other unexpected absence from school, in which case a note from the parents would be appreciated.
- d) **Damaged or Lost Items:** All media are to be handled with care so that they are not damaged. Material that has been damaged or lost must be replaced or paid for by the user (plus €3.00 per item processing fee). The price of books, CDs, DVDs can be requested. Library material should be checked before it is taken out for possible damage in order to avoid future misunderstandings.
- e) **Library Use:** The sessions spent in the library are regular lessons during which the children can choose books and read them quietly or can be read to in groups or individually by their teacher or the parent volunteer. Pupils may return library material during school breaks and the Open Library Hours provided they have permission from a teacher or educator.
- f) **Behavior in the Library:** Games (e.g. cards, electronic games, etc.) or mobile phones are strictly prohibited during library lessons. Any games or phones found in the library shall be confiscated by the teacher or the librarian and shall be returned only to the parents. Should a whole class misbehave during the library lesson the children can be reprimanded or warned by the teacher.
- g) **Food and Drink:** Food, drink and chewing gum are prohibited in the library.

## **2. Parents, Authorized Guardians, Co-operation Partners, Ex QBs and Alumni,**

- a) **Check-out Limits:** Parents and authorized guardians are allowed to take out a total of seven (7) items of library media and for co-operation partners 25 items of media, for two weeks, however, with a maximum of two (2) DVDs. The borrowing period may be extended twice by two weeks each time. Extensions can be made either in the library or by logging on to the on-line library system at [www.qbes-english-library.de](http://www.qbes-english-library.de).
- b) **Late Fees:** Same rules apply for parents, children, co-operation partners, ex QBs and Alumni (see section 1b)
- c) **Reminder Notes:** If the media is not returned within two weeks past the due date, a first reminder will be sent by email. If no valid email address is on file with the library a hard copy of the reminder will be given directly to the child or to the teacher in charge of the class, who will give it to the child for his parents. If the material is still not returned, a second reminder will be sent 1 week after the first one. Should the item still not be returned 2 weeks after the second reminder, it will be considered as lost and a third and last reminder will be sent to request the reimbursement or the replacement of the missing media (see section 1d).

- d) **Damaged or Lost Items:** See 1d.
- e) **Ex QBs** under the age of 18 years old who wish to continue to use the library as part of an existing family membership are requested to follow the rules laid down for pupils in section 1.

### **3. Teachers and Educators**

Teachers and Educators may borrow material from the English Library to support their lessons. For this reason slightly different conditions apply to them.

- a) Teachers/Educators are requested to read and sign the Rules and Regulations before they take out library material. All English teachers are to have received basic library training before the new school year begins. All other teachers are welcome to attend if they wish.
- b) **Check-out Limits:** Teachers/Educators are allowed to borrow a maximum of forty (40) items for use in their classes for a maximum period of four weeks, after which the material has to be returned to the library or the borrowing period extended. This can be done twice by two weeks each time. This rule excludes DVDs, which may only be checked out for a maximum of two weeks. Extensions can be made either in the library or by logging on to the on-line library system at [www.qbes-english-library.de](http://www.qbes-english-library.de).
- c) **Reminders Fines & Lost Items:** Teachers' reminders follow the same rules stated in 1c, except that no fines are imposed. If the items are not returned after the third reminder they will be considered lost. A final reminder will be sent to request the reimbursement or the replacement of the missing media (plus €3.00 per item processing fee). Material that has been damaged or lost must be replaced or paid for.
- d) **Scheduling:** Teachers/Educators are requested to co-ordinate the times they would like to visit the library with their classes amongst themselves (a library plan will be posted on the teacher's board to be filled in at the beginning of each school year). One class per time slot. Teachers/Educators and Library Parent Volunteers should inform one another and the Library if the library lesson is cancelled or re-scheduled for any reason. As classes visit the library during an English lesson the children will be encouraged to speak English during this time.
- e) **Supervision:** Teachers/Educators must remain present with their class during the library lesson

#### **4. Rules and Regulations That Concern All**

- a) Two weeks before the summer holidays all borrowed library material must be returned.
- b) Should a pupil be leaving the school on a permanent basis, all borrowed items must be returned and any outstanding fines paid before the departure. The necessary library clearance form will not be issued unless these conditions have been met.
- c) All information provided is for FöV/Library use only and will not be disclosed to third parties.
- d) The use of mobile telephones should be limited to emergency calls only.

In case you have suggestions for any improvements concerning the library, please speak to the English library team or write your ideas down and drop them in to the secretary's office or send an email directly to the English Library at [library@qbes-friends.de](mailto:library@qbes-friends.de).

Finally, in spite of all the above rules and regulations the English Library Team, would like to wish you lots of fun and happy hunting in the English Library of the Quentin Blake Europe School!

*The Library fee and rules were reviewed and adopted at the Förderverein meeting in June 2016.*