

## **Expectations of Library Users - Students.**

- You need to finish any food and drink before entering the SLRC, and not bring any inside. **Only bottled water is permitted please.**
- Please leave any bags outside the library, and only bring in the items you need for study purposes, or valuable items.
- Please consider other library users, and keep chatter and noise to a minimum.
- You will need your ID card to borrow library items.
- Before leaving the SLRC, please tidy the area you were using – put furniture back in place and put rubbish in the bins provided.
- If you need to use a TV screen, please ask SLRC staff first and inform them what you need to use the screen for.
- When using the TV screens, this is for school work only. It is **not** for streaming programs or watching YouTube or movies.
- If you need the air conditioner settings changed, please ask SLRC staff to do this for you.
- Loans should be returned by the due date. If you need them for longer, please see SLRC staff and ask them to renew your items. This can only be done if no-one else has reserved the items.
- **For years 7-10** - when attending the library with a class, please wait outside for the teacher. You can then enter when the teacher has arrived and allowed you to enter. It is also important to stay with the class in a group when you are in the library, as you will not be the only students to use the library.
- **For years 11-12** - when attending the library with a class, you can enter without waiting for a teacher, but please stay together in a group and do not spread throughout the library. There will be other students needing to use the library too.
- **For years 11-12 with a study lesson**, and students undertaking Distance Education study, please sign in with SLRC staff to ensure they know you are present. A roll will be marked. You need to write the **time of arrival** on the sign in sheet, **not** the time the lesson starts. If you need to leave the SLRC during the lesson, please inform SLRC staff before going.
- For **year 12 students** wishing to use a **break out room**, you must check with SLRC staff before entering. The rooms may already be pre-booked by someone else.
- **Closed Reserve loans** must be returned before 8.30am the next school day after borrowing. They are overnight loans only.