



~POLICY OF THE LIBRARY~

MATIJA GUBEC PRIMARY SCHOOL

1. ALL STUDENTS AND TEACHERS HAVE THE RIGHT TO USE THE SCHOOL LIBRARY FREE OF CHARGE.
2. THE LIBRARY'S VISITORS CAN USE ITS BOOK, MAGAZINES, NEWSPAPERS AND REFERENCE BOOKS.
3. 2 BOOKS CAN BE BORROWED FOR THE PERIOD OF 15 DAYS.
4. ENCYCLOPEDIAS, LEXICONS, DICTIONARIES, BIOGRAPHY DICTIONARIES, ATLASES, BIBLIOGRAPHIES AND OTHER REFERENCE BOOKS **CAN'T BE TAKEN OUT**.
5. DAMAGED OR LOST MUST BE COMPENSATED FOR. THE COMPENSATION IS SET BY THE LIBRARIAN TOGETHER WITH THE HOMEROOM TEACHER.
6. THE MEMBERS **ARE EXPECTED TO PROTECT THE BOOKS** AND ALL OTHER LIBRARY RESOURCES FROM ANY DAMAGE WHICH INCLUDES HIGHLIGHTING, TEARING OUT THE PAGES, CUTTING OUT ILLUSTRATIONS, STAINING AND SO ON.
7. THE PERSON WHO BORROWED THE BOOK IS ALSO RESPONSIBLE FOR IT.
8. NO STUDENTS CAN LEAVE SCHOOL UNTIL THEY **HAVE RETURNED** EVERYTHING THAT HAS BEEN BORROWED.
9. **THERE SHOULD BE PEACE AND QUIET IN THE LIBRARY AT ALL TIMES.**
10. EVERYBODY HAS FREE ACCESS TO ALL THE BOOKS.

11. STUDENTS ARE ALLOWED TO USE THE COMPUTERS AND INTERNET ONLY IF THEY ARE GIVEN PERMISSION BY THE LIBRARIAN AND ONLY IF THE WORK IS CONNECTED WITH THE SCHOOL TASKS AND PROGRAMME.