

K P C Public School Library Guideline

Library

Students at K P C Public School have access to a library with an enviable collection of books.

Our school library is important for students for a variety of reasons like...

- Improves student's achievements
- Increased reading skills
- Enhanced research skills
- Promoted creativity
- Encouraged lifelong learner

School library play a vital role in the educational progress. Overall library helps students succeed in school and beyond.

Library Guidelines

- Students are permitted to borrow up to one book at time.
- Books are issued for a seven days period.
- Reference books, Encyclopedias, Dictionary, Magazines cannot be issued.
- Issued books can be renewed. To renew, the books has to be brought to the library and request for renewal.
- Borrow a book from the library, you are responsible for returning it on time. If you do not return a book on time, you may be charged a fine.
- If a book is returned late, a fine of Rs.50/- per day will be charged.
- Overdue and fine notices will be informed by the librarian to the class teacher once a week. The class teacher will note the same in the student calendar.
- All outstanding overdue books and fine must be cleared before the students is issued the next book.

Library Rules

School library rules are designed to create a safe and productive environment for all students and staffs.

Quite and respectful behavior: library users are expected to be quite and respectful of other library users. This means no talking loudly, or no playing games.

Returning books on time: Borrow a book from the library, you are responsible for returning it on time. If you do not return a book on time, you may be charged a fine.

Taking care of books: Do not mark, highlight, or tear library books, you may be responsible for paying for the repair or replacement.

No personal belongings: Students/staffs are not allowed to bring personal belongings into the library such as backpacks, coats, cell phones etc.

Do not eat or drink in the library: Food and drinks are not allowed in the library. This is to prevent spills and messes that could damage books and other library materials.

Ask for help if you need it: The Librarian is there to help you find what you're looking for. If you need finding a book or anything else, don't hesitate to ask.

The Library is pleased to announce that we now have a variety of different types of books available for your borrowing needs. We have something for everyone.

Here are just a few of the types of books that we offer..

- Academic Books
- Reference Books
- Fiction Books
- Non-Fiction Books
- Competitive Exam
- Story Books
- Encyclopedia
- World Books
- Autobiography
- Novel
- Magazines

We encourage you to visit our Library today and explore the endless possibilities that await you.

Regards,

Academic Director,

KPC Public School, Kharghar.