

# SIS LIBRARY

## Loan regulations

Type	Maximum Number	Loan Period
Books assigned by teachers	<b>Unlimited</b> (1 copy of each title)	<b>Set by a teacher</b> , not longer than the final date for the return in a school year
Books assigned by teachers – extra copy of a title	<b>1 copy</b>	<b>1 day</b>
Books of student's own choice	<b>PYP: 3 copies</b> <b>MYP: 5 copies</b> <b>DP: unlimited</b>	<b>1 month</b> , with a possibility of extending of the loan term by 1 month, not longer than the due date for the final return in a school year  <b>G11 holidays loans:</b> as soon as G11 student's account has been cleared – that includes any payment that must be made – they may then check out those books they will need for their summer study and assignments
General reference (dictionaries, encyclopaedias, atlases) and art albums	<b>Not for loan</b> (To be used only on the school permisess, in the library or in a classroom during a lesson)	
Classroom library books and other PYP resources stored outside the library	Used by PYP students on the terms established by PYP teachers	

**Not returning books by the due date:** A student cannot borrow more books until the books are returned or fine is paid.

**Lost or damaged books:** A student who lost or damaged a book has to pay the amount established by the librarian, by the date established by the librarian. If the amount is not paid after the due date, the student cannot borrow more books until fine is paid.

**Book return before summer holidays:** For books not returned by the final date in a school year and for damaged books a student has to pay the amount established by the librarian.