

Regulations for the use of the library at St. Rochus School Düsseldorf



How do I behave in the library?

- I behave quietly in the library and do not run. I show respect for other visitors to the library who want to read or work in peace and quiet and follow the instructions of the librarians.
- I do not eat or drink in the library, and I use the break time on the school yard to run around.
- I treat the books and objects in the library with care. In the event of damage, my parents are liable for replacement.
- If I do not follow the rules of the library despite being asked to do so, I will go back to the classroom. I can only visit the library again next time.

Rules for borrowing books

- When I join the school, I read these library rules carefully together with my parents. By signing, my parents and I confirm that we have understood the library policy and that we agree to the use of our data.
- I must have my library card with me when I want to borrow something. I cannot borrow anything without this card.
- If I lose my library card, I will report it to the library at the next opportunity. For, I will be issued a new library card for a fee of EUR 2.00. - I may borrow a maximum of 2 books at the same time.
- The borrowing period is 2 weeks, but can be extended by a further 2 weeks as long as no other user has reserved the book. If the borrowing period is exceeded, an amount of 0.50 EUR must be paid per book per week.
- Only when I have returned all the books may I borrow 2 new books.
- I can make a reservation for a maximum of 2 books, which will be reserved for me when they are returned. I will be informed as soon as the book is available for me.
- If I accidentally lose or break a book (without it being able to be repaired), my parents will organise a replacement.

Declaration of consent to the library rules:

We have read the library rules and have discussed the rules with our child. We agree that our child may borrow books from the library.

Name of pupil: _____ Class: _____

Signature of pupil: _____ Signature of parents: _____

Data protection declaration:

We consent to the use of our personal data in connection with the use of books.

Name of parents: _____ Signature of parents: _____