



Harvest International School, Kodathi

CBSE Libraries

Library Policy for Students

1. **Library Period:** All classes from grade 1 onwards are provided with one library period per week.
2. **Library Entry:** All students must enter the library in a single line and be seated according to the direction given by the Librarian/teacher.
3. **Silence:** Absolute silence must be maintained in the library at all times.
4. **Identification:** Students must bring their school ID card with them to the library.
5. **Belongings:** Personal books, stationary boxes/pouches, or belongings are not allowed in the library unless instructed by the librarian.
6. **Prohibited Items:** No food or beverages, bags, or electronic gadgets are allowed in the library.
7. **Book Arrangement:** Books must be returned to the appropriate shelf, and chairs must be arranged properly before leaving the library.
8. **Borrowing Policy:** All grade students are allowed to borrow books for a period of one week only during their library period. No transactions will occur during teaching hours.
9. **Book Limit:** Each student can borrow only one book at a time for a period of one week/7 days.
10. **Book Returns:** Students should return library books by dropping them in the return box provided.
11. **Book Exchange:** Students are not permitted to exchange library books with others.
12. **Non-Transferable:** Library books are not transferable, and students should refrain from exchanging them with others.
13. **ID Sharing:** Students should not share their school ID cards with others to borrow library books.
14. **Reference Materials:** Reference books and current periodicals are for in-library use only and may not be borrowed.
15. **Bookmarks:** Students are encouraged to use bookmarks to mark their place in borrowed books.
16. **Damaged Books:** Books that are marked, disfigured, damaged, or lost must be replaced by the borrower within 15 days from the reported incident date.
17. **Damaged Books Handling:** Students should not attempt to repair damaged library books themselves but should inform library staff.
18. **Misbehaviour:** Students who misbehave will lose library privileges.
19. **Book Retrieval:** The librarian may call for a book or library material at any time, even if the normal loan period has not expired.
20. **No Dues Certificate:** A 'No Dues Certificate' must be obtained before a Transfer Certificate is issued.

