



FORT STREET HIGH SCHOOL LIBRARY

LIBRARY STAFF

Mrs R. Penniment	Teacher-Librarian
Mrs C. Egan	Library Assistant (Monday-Friday)
Mr M. Egan	Library Assistant (Tuesdays)
Mrs M. McKeough	Library Assistant (Thursdays)

HOURS

8.45 a.m. – 3.15 p.m.

Closed every Tuesday at lunch time.

GENERAL GUIDELINES

- **No food or drinks are allowed in the foyer or the Library.**
- Leave bags in the Library foyer. Don't leave valuables in your bags.
- The Library is a place for quiet reading, research or homework.
- Behave in a respectful manner which will not disturb other Library users.
- Junior classes wait quietly in the foyer for their teacher to arrive.
- Leave the Library clean and tidy and put chairs in neatly when you leave.

LIBRARY CATALOGUE

There is a computer near the circulation desk for searching the Library catalogue using the Oliver Library system. *Oliver School Library* is also available through the Department of Education student portal. You can search for authors, titles, series, subjects and keywords.

BORROWING CARDS/SCHOOL ID CARDS

One free photo ID card is issued to new students after school photos have been taken. Replacement cards can be purchased at the front office.

You are responsible for all items borrowed on your card.

DO NOT let other students use your card.

HOW TO BORROW

You need to return the *Library Borrowing Agreement* included in your enrolment package before you can borrow library items. Bring your ID card and the items you wish to borrow to the circulation desk near the front door of the Library. You cannot borrow without your card.

BORROWING LIMITS Includes class text books

Years 7 and 8	10 fiction/10 non-fiction
Years 9 and 10	10 fiction/15 non-fiction
Years 11 and 12	10 fiction/20 non-fiction

LOAN PERIODS

ITEM	TIME	LATE FINES*
laptops	Same day	Nil
reference books, school blazers, school ties	Overnight	50 cents per week
study guides, magazines, vertical files	7 days	50 cents per week
non-fiction books	14 days	50 cents per week
fiction books	21 days	50 cents per week
DVDs, equipment,	Not for loan unless you have authorisation from a teacher	50 cents per week
Text books	Last week of Term 4, Years 7-10 Last week of Term 3, Year 11 When HSC exams are completed, Year 12	Nil

**If you need an extended loan period for a particular assignment please talk to Library staff about your requirements. If you have been absent from school please notify the Library staff. Don't let late fines accumulate – speak to Library staff about your particular circumstances.*

RESERVATIONS

You can reserve an item if it is on loan to another student. A reserve notice will be sent to your Department of Education student email when the item is ready to be borrowed. Reservations are held for one week then returned to the shelves.

HOW TO RETURN

Make sure all borrowed items are returned to the circulation desk. Do not leave your Library loans on the tables or return them to the shelves.

OVERDUE LOANS

The due date is stamped in the front of each item. It is your responsibility to check the return date. Overdue lists are displayed on the Library notice board each week. Every week, individual notices will be sent to your Department of Education student email. If you think you have returned your loans already, please see the Library staff as soon as possible so records can be corrected.

LOST OR DAMAGED ITEMS

You will be charged **replacement value** for lost or damaged library books, and a flat fee for text books (varies for each faculty). If you later find a lost book your money will be applied as a credit against other school expenses.

COMPUTER NETWORK

No games are allowed.

Your Department of Education login name and password will give you access to the school computer network when you return your *Code of Acceptable Usage* contract which is included in your enrolment package.

DO NOT let other students use your login account.

PRINTING/PHOTOCOPYING/SCANNING

Swipe your photo ID card through the card reader to access your account and release print jobs sent from one of the networked computers. You can also select photocopying and emailing services. If you do not have a card, sign in manually with your Department of Education user name and password at the printer screen.