

# CHAN SUI KI (LA SALLE) COLLEGE

## Library Regulations

1. Opening Hours are from 8:00 a.m. to 5:00 p.m. every school day.
2. No student is allowed to enter the Library during lessons without authorization.
3. School bags and sacks alike are not allowed to be brought into the reading area.
4. All students must be properly dressed while in the Library.
5. Strict silence must be observed at all times.
6. The Library is open to those users engaging activities related to reading and studying only. Any kinds of games, loitering, taking food or taking a siesta are prohibited.
7. All students are entitled to borrow a number of items such as books, magazines, cassettes, disks and tapes for a certain period as stated accordingly by the Library.
8. Entitlement to the use of the Library is personal and is not transferable.
9. Items to be borrowed should be registered by a member on duty. Removal of any item including stationery without being registered is strictly prohibited.
10. Any loss or damage is subjected to reimbursement by the individual concerned.
11. Students leaving the Library may be asked to show their articles to the staff on duty.
12. The position of the furniture including chairs, carrels, tables, computers and electronic devices must not be altered.
13. Students may be immediately forbidden the use of the Library for any infringement of the above regulations. Serious and repeated offence may subject to further regulatory measures according to school rules.
14. All Library staff, including student assistants on duty, is responsible for maintaining order and discipline in School Library and enforcing Library Regulations.



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Mr SZE KIN KWAN  
PRINCIPAL

- ✧ Right to use is granted on a first-come-first-serve basis unless advanced booking is made.
- ✧ The venue is designed strictly for group discussion, project demonstration (not for preparation), or other meetings related to reading and group study only. Club and society meetings are generally not allowed.
- ✧ All activities must be carried out without any disturbance to other users of the Library.
- ✧ Any infringement of regulations may result in immediate termination of use of the Room.

### **Use of Photocopier**

- ✧ Photocopiers are available for use during the opening hours of the Library only. No student is allowed to use the photocopiers during lessons without authorization.
- ✧ Right to use is granted on a first-come-first-serve basis and users must line up in order.
- ✧ All printing made in the School Library are for study purpose and for personal use only. No commercial activity is allowed.
- ✧ Students are advised to observe the Ordinance of Copyright.

### **Use of Computers and their Peripherals**

- ✧ Computers and their peripherals are available for use between the opening hours of the Library only.
- ✧ No student is allowed to use the computers during lessons without authorization.
- ✧ Right to use is granted on a first-come-first-serve basis unless advanced booking is made.
- ✧ Students are requested to ask the staff on duty to turn on or shut down all devices for their use.
- ✧ Removal of any items, documents or programmes from the hard-disks is strictly prohibited.
- ✧ Uploading of any programmes to the hard-disks is prohibited.
- ✧ Students are advised to bring along their memory device for storage. Permanent storage in the hard-disk is not accepted.
- ✧ All temporary storage of programmes, files and documents alike will be deleted from the computers and will not be retained beyond the opening hours of the Library.
- ✧ All printings made in the School Library are for study purpose and for personal use only. No commercial activity is allowed.
- ✧ Printing of documents may be subjected to a charge.

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## Library Regulations (supplementary)

### Be Considerate

- ✧ All students are requested to keep the Library neat and clean.
- ✧ Running, singing or dancing are not allowed in the Library.
- ✧ No food, drinks or their containers should be brought into the Library.
- ✧ Use of mobile-phones and electronic game devices is strictly prohibited in the Library .
- ✧ No leaning against, lying, sitting or standing on any furniture is allowed.
- ✧ All items should be returned to their original positions after use.
- ✧ Care should be taken that items borrowed from the Library are not damaged.

### Circulations

- ✧ Student's ID Card will be served as borrower's card and transferable is not accepted.
- ✧ Items are generally borrowed for a period of fourteen days or otherwise stated for various reasons and purposes.
- ✧ All reference articles are not to be taken out of the Library.
- ✧ Late returns and loss of items are subject to financial punishment and/or other measures according to the school regulations.

### Use of Lockers

- ✧ Lockers are free for use by Library visitors only.
- ✧ Lockers are open for use during the opening hours of the Library only.
- ✧ Lockers are for the temporary storage of files and school bags only.
- ✧ Users may bring their padlocks to lock the lockers.
- ✧ Any item found occupying a locker improperly may be removed by the staff on duty and sent to the School Office immediately.

### Use of Discussion Rooms

- ✧ Rooms are open for use during the opening hours of the Library only.