

## Library FAQs

### When is the library open?

From 8:30 - 3:30, Tuesday to Thursday unless otherwise posted  
(Supervised access only on Monday & Friday)

### How many books am I allowed to take out?

You may have a total of three books signed out at one time, over and above any textbooks you have currently signed out. This includes a leveled reading book (or books) as directed by your teacher.

### How long is the lending period?

Loan periods are as follows:

- Kindergarten to Grade 6      1 week
- Grade 7 - 9                      2 weeks
- Grade 10 - 12                   3 weeks

### Can I renew a book?

Yes, you may renew a book one time if no one else has put a reserve on it. You do not have to have the book with you to renew it. After one renewal period, you must bring the book back to the library.

### Can I place a hold on a book that is currently out?

Yes, you can reserve a book - Please check at the circulation desk.

### Can I borrow a book if I have books overdue?

No, if you have overdue books or textbooks, you will not be allowed to check out any books from the circulating collection until your overdue material is returned.

### How do I know if I have an overdue book?

Overdue lists are emailed to and printed for homeroom teachers at the beginning of each week (Kindergarten to Grade 8). Overdue lists for Grades 9 - 12 are posted in the library. Please check them on a regular basis and renew or return your books.

Please supply the library or T.C.S. office with a current email address (parent or guardian email preferred). You will then receive overdue notices by email on a weekly basis.

Lunch Box Café tab privileges may be suspended for Grade 7-12 students with items overdue by more than 5 days.

Patrons with chronically overdue accounts will be reported to administration.

**What happens if I lose a book?**

Patrons must pay cost replacement value of any lost book. This also applies if the book is damaged beyond repair. You will be reimbursed if the lost book is found and returned to the library in good condition.

**May I bring food or drinks into the library?**

Food and beverages are not allowed in the library. Please 'park' any drink bottles on the ledge above the circulation desk when you enter and remember to pick them up on the way out.

**Do I have to stay totally silent?**

No, but you are expected to work quietly and respect other's needs for a quiet study/work area.

**What are the computers in the library used for?**

The computers in the library are for the use of students and staff of T.C.S. Priority use of computers is as follows:

- Classes that have been booked by teachers to use the computers
- Individuals sent by teachers to complete assignments or AR quizzes
- Individuals completing assignments during their spares

**Can I play games on the library computers?**

There is no gaming permitted on school computers in the library. This includes during spares and break times. Exceptions to this directive will be at the express discretion of your teacher and/or the librarian.

