

8. LIBRARY RULES

8.1. Membership

- 8.1.1. All teachers, staff and students of Soleh School, Cyberjaya are members of the school library. They may use the library for reference, silent study and borrowing of books.

8.2. Borrowing of books

- 8.2.1. Library cards/smart cards must be used in order to borrow books. If the card is damaged or lost, the student concerned has to pay RM 10.00 for a replacement smart card.
- 8.2.2. Library cards are not transferable.
- 8.2.3. Fiction and non-fiction books may be borrowed for two(2) weeks.
- 8.2.4. Reference books may not be borrowed out of the library.
- 8.2.5. It is considered an offence if books, magazines or any reading materials are taken out of the library without signing for them first.

8.3. Fines

- 8.3.1. Students who return books late will be fined RM0.50 for each day the book is not returned.
- 8.3.2. Students who borrow books must ensure that the books are handled carefully. They have to pay for books which they have lost or damaged.

8.4. Use of iPads provided by the Library

- 8.4.1. Students who vandalise or misuse the iPads will be subject to severe disciplinary action.
- 8.4.2. Students are not allowed to take the devices out of the library.
- 8.4.3. Students are not allowed to upload other apps on the devices.
- 8.4.4. Students are not allowed to connect their earphones / AirPods to the iPads to listen to music. These accessories will be confiscated if used.

8.5. Mode of Behaviour

- 8.5.1. Order and discipline must be maintained at all times in the library.
 - 8.5.2. No unnecessary movement, discussion, eating, drinking and littering or unbecoming behaviour will be allowed. Students must maintain SILENCE in the library. If this rule is violated, these students will be asked to leave.
 - 8.5.3. No bags may be taken into the library. They should be placed neatly outside the library.
 - 8.5.4. Students who are not in uniform or are not properly attired are not allowed to enter the library. Students are not allowed to enter the library in T-shirts and shorts or slippers.
 - 8.5.5. Chairs are to be arranged neatly and quietly before leaving the library. Do not leave anything behind. The librarian will not be responsible for any personal belongings that are lost.
 - 8.5.6. Students are allowed to use the computers during lunch break and after school hours only. Computers may be used strictly for research purposes only. Computers may NOT be used for computer games, e-mail and etc. Usage of headphones / airpods is strictly prohibited. Students must ask permission from library teachers / library staff to sign in for the usage of computers.
 - 8.5.7. The content of all thumbdrives must be scanned and verified by the library staff before use.
 - 8.5.8. Before leaving the library, please show the librarians at the door all that you have taken out of the library.
- 8.6. Suspension
- 8.6.1. Students who are found breaking library rules be given a verbal warning by the library staff / student librarians on duty. After three(3) warnings the students concerned will be suspended from using the library for two (2) weeks or be sent for Detention class.