



LIBRARY INSTRUCTION

St. Maarten Academy Library



RULES



**KEEP
CALM
&
FOLLOW
THE RULES**



KNOCK AND ENTER

- ❖ Be polite and knock on the door before you enter the library
- ❖ Be kind and wish the librarians a good morning or good afternoon after entering the library
- ❖ Be considerate and don't make too much noise by entering and staying in the library
- ❖ Be decent and make sure your uniform is in order before entering the library




IN THE LIBRARY

- ❖ Put your bags in the grey cupboard
- ❖ Ask permission to use the computers
- ❖ Keep the library clean
- ❖ Don't make noise
- ❖ Put your chair back under the table



BOOKS

- ❖ You can borrow 2 books at the same time
- ❖ You can borrow books for two weeks
- ❖ You can return books early or renew them once if needed
- ❖ When returning books late you have to pay \$0.10 per book per day
- ❖ Treat your books with care
- ❖ Ask the librarians for advice if you are looking for a book
- ❖ You can always put in a request for books you would like to read



COMPUTERS & PRINTING

- ❖ The use of the computers is free
- ❖ Only school work is allowed on the computers
- ❖ Always ask permission to use a computer
- ❖ Printing costs money!
- ❖ \$0.25 per page for black and white, \$0.50 per page for color
- ❖ Ask for help if you are not sure how or what to print



OTHER BEHAVIOR

- ❖ It is not allowed to eat or drink in the library
- ❖ It is not allowed to sit on the tables
- ❖ The desks of the librarians are not to be used by students
- ❖ You always need a note from your teacher during class time
- ❖ Keep the library a great place to be!



READERS ARE LEADERS

❖ Reading program

High school students are challenged by The Philipsburg Jubilee Library to read at least 2 books per month. As extra incentives to encourage participants to continue reading, prizes will be awarded to the first three participants that finish reading seven books. Prizes include a number of electronic devices such as: Kindles, iPods, USB sticks, and free internet hours at the library.

READERS ARE LEADERS

Criteria for selecting RAL winners:

- ❖ Read a minimum of seven (7) books before the month of March 'Literacy Month'
- ❖ Participate in discussions on the 'Readers are Leaders Face Book page'.
- ❖ Participate in at least one (1) of these extra curricula reading activities:
 - Being a member of the Readers Are Leaders (RAL) Board
 - Participating in the Reading or Book Club at the school
 - Reading or assisting children with reading at an Afterschool program
 - Tutoring fellow classmates or others for the subject of English
 - Participating in the Poetry Evening or Black History Month Program (development of original poems, stories, skits)



Q&A

Are there any questions?