



1.2.3 Soleil Library Rules and Regulations

1- Main Function of the Library

The Library is primarily intended for the use of teachers and pupils of the School. Other accredited persons may be admitted such as members of 1.2.3 Soleil's association and certain non-members of the association may apply for limited borrowing privileges.

2- Library access

The library opening hours are from 9.10 to 9.30 and 10.45 to 11.15 am every Saturday mornings during school term. Variations in these hours occur during occasional School functions.

3- Borrowing entitlement

3.1 - It is a condition of enrolment and re-enrolment that full responsibility for the payment of all fees is accepted while registered as a member of 1.2.3. Soleil. By signing the enrolment form, you indicated that you accepted this responsibility and agreed to be bound by 1.2.3. Soleil's regulations.

3.2- Members of the Association can borrow 2 items at any time. Members of the School may borrow up to 3 items at any one time.

3.3 - Members of the Association must return all loans by the official last day of their membership.

3.4 - Staff must return all loans by the official last day of their tuition.

4- Period of loans

4.1- Normal loan material is issued to members for two weeks and to teaching staff for four weeks. Material may be recalled before the end of the period in special cases.

4.2 - Fines will be charged if items are not returned by the given due date.

4.3 - Any reserved item may be recalled from a borrower. If the item is not returned by the given or revised due date fines are incurred.



4.4 Library materials on loan may be renewed provided the item is not a high demand item or seriously overdue and that it has not been reserved or recalled by another reader. You may renew loans in person, via telephone or e-mail.

5- Overdue of loans

5.5 - Fines will be issued when an item has not been returned in due time at the end of the borrowing period and if the borrowing period has not been renewed or extended by 1.2.3 Soleil.

5.6 - If overdue items are retained you will be invoiced by 1.2.3 Soleil for the cost of replacing the item.

5.7 - Library borrowing rights may be withdrawn in certain circumstances, for example, when fines have been incurred or when library material is very overdue. Following the loss of borrowing rights, you will be unable to borrow library materials. Borrowing rights may only be restored at the discretion of 1.2.3 Soleil management team.

6- Special categories of material

CDs and DVDs, including magazines are restricted to one week borrowing period.

7- Care of books and other library materials

7.1 - You are responsible for all library materials taken out on your card. Annotation and marking of library materials is prohibited. You should report the loss or damage to material at once to 1.2.3. Soleil, and you may be asked to pay for the repair.

7.2 - Library users must pay the replacement cost of any item issued to them that is lost or damaged while it is in their possession.

8- Copyright

Under the EU directive on Copyright the amount which may be copied is indicated below:

- One article from any one magazine issue.
- One chapter or up to 5% (whichever is greater) of a book or similar publication
- One poem or short story of up to 10 pages from an anthology
- No photocopying of sheet music is allowed.