

Regulations for lending, using textbooks and educational materials for students

1. These regulations constitute an appendix to The School Library Regulations.
2. Textbooks, workbooks and educational materials purchased for educational requirements are the property of the school.
3. Textbooks are recorded in the School Library Inventory (marked with the P symbol).
4. Textbooks will be used by the students for a minimum period of 3 years, while workbooks are not required to be returned by the student.
5. Textbooks are given to students for use by the librarian. Each textbook has a barcode and an inventory number that will be assigned to a student.
6. Textbooks are borrowed for a maximum period of 10 months, while the date of return is June 15th in a given school year. All textbooks must be returned in order to obtain an entry on the circulation card, thus proving the student's settlement with the school library, and the student's possibility to borrow a set of textbooks for the following school year.
7. The textbook should be respected as a common good. The borrower is obliged to use the textbook within the cover. It is forbidden to write or mark anything in the textbook, cut or tear out pages. In the event of destroying the textbook and failing to comply with the provisions of the above regulations, the student may receive a reduced behaviour mark.
8. The parent/legal guardian is materially responsible for the destruction or loss of a textbook by the child and if this occurs, in accordance with the procedure specified by the Headmistress, will be obliged to redeem it, in the same edition, no later than by the date designated for the return of the textbooks to the school library in a given school year.
9. Any damage to the textbook should be reported to the class teacher or the librarian.
10. Minor repairs of damaged books or the possible exchange of covers should be made on an ongoing basis.
11. The CD attached to the textbook or workbook is an integral part of the textbook or workbook and should be returned with the textbook or workbook. If the CD is lost, it is necessary to buy the textbook or workbook.
12. In the event of changing schools, the parent/legal guardian is obliged to notify the class teacher or the librarian and return the set of textbooks.
13. In the event of destroying or losing workbooks, the parent/legal guardian is obliged to purchase them.
14. The Headmistress is the body authorized to amend and interpret the provisions of the regulations. Decisions on issues related to the lending of textbooks or educational materials that are not included in these regulations are made by the Headmistress.