

Opening Hours of School Library

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	Opening Hours	Service hours
Mon - Fri	07: 50 - 13: 00 13: 15 - 16: 55	07: 50 - 08: 05 11: 20 - 11: 35 13: 15 - 13: 55 15: 40 - 16: 55
Sat	09: 00 - 11: 30	09: 00 - 11: 30
Sun & Public Holiday	Closed	Closed

Opening Hours of Holiday

	Opening hours	Service hours
Mon - Fri	09: 00 - 17: 00	09: 00 - 16: 55
Sat	09: 00 - 11: 30	09: 00 - 11: 30
Sun & Public Holiday	Closed	Closed

Tak Oi Secondary School - Library Regulations

Each student can use their Student Card for borrowing library items.

Student may borrow five items of library items for 14 days (two weeks) at a time. Items without reservation can be renewed for an additional 14 days (two weeks) provided that they are returned on due date.

- Reference book may be borrowed for overnight at a time.
- A fine of fifty cents (\$0.50) a day shall be imposed on overdue items.
- Encyclopedias and other valuable reference books may not be brought out of the library.
- Students are responsible for all items borrowed. A charge will be made for any library item lost or damaged, it will be such sum as the librarian considers necessary to replace the library item or set of library items of which the library item forms a part. In addition a surcharge of 20% of the

published price shall be payable.

- Library cards are not transferable and borrowers will be held responsible for the use of library cards to them.
- Lost of Student Card must be reported to the school office at once. A charge will be made for replacement. Unless a Student Card has been reported lost, the borrower will be held responsible for any item of library item issued on it.
- Bags and packages may not be brought into the library.
- Food and drinks may not be brought into the library.
- Chairs and common use articles must be put in their proper places after use.
- SILENCE must be strictly observed within the library premises.
- Photocopying service is available during library hours.

For Teachers:

- Staff may borrow 30 items of library items for 28 days at a time. Items without reservation can be renewed for an additional 28 days provided that they are returned on due date.
- Reference items may be borrowed for 14 days at a time.
- Encyclopedias may be withdrawn from the library but must be returned after a lesson or so.
- A fine of one dollar (\$1) will be imposed per day for each overdue item. A charge will be made for any library item lost or damaged, it will be such sum as the librarian considers necessary to replace the library item or set of library items of which the library item forms a part. In addition a surcharge of 20% of the published price shall be payable.

德愛中學 - 圖書館規則

1. 每個學生憑學生證可借書籍或過期雜誌或視聽物品五項，為期十四日，如該書無人預訂則可續借一次，為期十四日，惟須攜同該書到圖書館辦理續借手續。逾期歸還者，恕不受理。
2. 一般參考書籍，每次只能借閱一天，不能續借。借出之書籍或資料須於指定日期或之前歸還，逾期歸還者，每項每日須繳罰款伍角(\$0.50)。
3. 百科全書，字典及其他珍貴參考書不能外借，請於館內翻閱。
4. 學生須對借閱之書籍或資料或視聽物品的安全及清潔負全責，如有遺失或損壞塗污，借書人須償付費用，其數額以足補購該書之一冊或全套為準，此外並須繳納書價百分之二十的附

加費。

5. 學生證不得轉讓他人，同學對所發學生證的使用須負全責。
6. 遺失借書証時，應立即向圖書館報失，並申請補領及須繳交手續費。持證人除非已報失，否則對憑該證而借出之圖書館書籍或資料必須負責。
7. 所有攜來之手袋、書包、塑膠袋或其他容器，須掛在圖書館外的木架上。錢包、證件等貴重物品，請隨身攜帶，以免遺失。
8. 請勿帶同飲品或食物進入圖書館。
9. 坐椅及所有公共物件，用後須放回原處。
10. 在圖書館內應保持安靜，不可高聲討論、嬉戲或追逐，屢犯者將被處分。
11. 圖書館開放時間內，有影印服務提供。

教職員注意事項：

- 教職員可憑職員證借書籍或過期雜誌或視聽物品三十項，為期二十八日，如該書無人預訂則可續借一次，為期二十八日，惟須攜同該書到圖書館辦理續借手續。逾期歸還者，恕不受理。
- 一般參考書籍，每次可以借閱兩星期(十四天)。
- 教職員可借閱百科全書，字典及其他珍貴參考不能外借，但為時只限一節。
- 借出之書籍或資料須於指定日期或之前歸還，逾期歸還者，每項每日須繳罰款一元(\$1.00)。如有遺失或損壞塗污，借書人須償付費用，其數額以足補購該書之一冊或全套為準，此外並須繳納書價百分之二十的附加費。