The following policy applies to all YKPS students, teachers, and staff.

**Borrowing Books:**

- All staff and students will be registered in the LRC at the start of the school year.
  Students and staff are to check the books out with the librarian before taking books out of the library. All return books must be returned to the circulation desk.

- Students and staff are responsible for all materials checked out in their names.

**Loan Periods:**

- Students: the standard loan period is 7 days. Some materials are not available for loan, for example, Reference books, browsing books, and reserved items. If not requested by another patron, materials may be renewed ONCE by bringing them to the circulation desk or seeing Library staff.

- Teachers & Staff: the loan period is one term.

- Classroom Library: the loan period is 2 weeks, renewable for once.

**Number of Items Allowed:**

The maximum number of items a student can borrow varies with year level:

- Students: 3 books (at least one item in each language) for 1 week.
- Teachers & Staff: 70 items.
- Classroom Library: 45 items for 2 weeks.

**Fines, Fees, and LRC Privileges:**

Overdue fines are currently being suspended. After 21 days, overdue items are assumed to be lost and an overdue notice is sent to class. If the item is not returned within 7 working days after this notice is sent, the student will be invoiced for the replacement cost of the lost materials. This includes postage and a processing charge of 100 RMB over and above the replacement cost of the book.
A fee will be assessed for all missing or damaged materials. This is applied to everyone in any cases. All receipts should be kept for the refund of lost items. No refund should be claimed 3 months after the receipt is issued.

Teachers will not be fined for overdue items, but they will be invoiced for all books not returned by the end of term, outstanding accounts will be referred to the subject Departments and the Principal.

All classroom Library books should be returned to the Library every 2 weeks. Lost or damaged items will be covered by the Library if they are not overdue. Should there be any overdue item, the teacher or Department holds the responsibility of a replacement or compensation.

Borrowing privileges will be suspended if a student has 1 or more overdue items.

Reservations:
If an item is checked out, a student may request a reservation and be notified when the item is returned. Items will be held at the circulation desk for 7 days.

Internet Use Policies:
Public computer access is provided to ensure equitable access to information and on-line resources.

Policies for using a library computer are as follows:

- Use is limited to 30 minutes per day with priority going to students who require the computer to do school work / homework
- After school, computers are available for doing school work / homework with the supervision of at least one adult.
- At the discretion of the librarian no more than one person at one computer at one time.
- Computers can be reserved through the librarian for class use.

Library computers may not be used to:

- Access sites or transmit materials which violate any Chinese federal laws
- Display inappropriate images
- Send or receive e-mails or instant messages
- Playing or download games
Anyone not adhering to these policies or who willfully abuses or damages any computer or software will have their computer privileges suspended and will be legally and financially responsible for damages.

**Intellectual Freedom Policy:**
Our school is committed to meeting the internationally accepted policies in regards to right of patrons to the following intellectual freedoms:

1) Books and other library resources will be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.

2) The Libraries will provide materials and information presenting all points of view on current and historical issues. Materials will not be proscribed or removed because of partisan or doctrinal disapproval.

3) The Libraries will challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4) The Libraries will cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5) A person's right to use a library will not be denied or abridged because of origin, age, background, or views.

A small number of our library books are restricted. This may be because they are fragile or likely to be vandalized or stolen. In a few situations, access is restricted due to the content of the work. These materials have graphic and violent sexual content and are unsuitable for the members of the school community. However, these materials have been deemed to have artistic and scientific merit which makes them appropriate for the older students. Even so, materials which contain nudity or sexual content will not be restricted for these reasons alone. However, materials condoning illegal acts such as making drugs, making bombs, or instigating an armed rebellion will not be considered for selection.

In our school, parents are given the opportunity to curtail their OWN child's borrowing privileges to reflect their family and cultural standards.

**Student Behavior:**
Appropriate library activities include:
- Browsing for materials
- Reading
- Homework
- Writing reports
- Supervised classroom activities
- Research
Quiet activities
Keeping the library tidy

Inappropriate behavior includes:
- Eating or drinking in the library
- Running
- Throwing materials
- Loud or abusive talking
- Playing games
- Inappropriate use of library furniture
- Any other activities which disrupt the library

Students who are behaving inappropriately or disruptively will be warned. If the behaviour is not immediately corrected, the person will be told to leave the LRC. Habitual abusers of LRC rules may be banned for a period ranging from one day to one term.

Paper and Stationary Supplies:

Due to the high use that the YKPS LRC experience, they may not be able to supply students with sufficient stationary supplies. Students should arrive at the LRC with the materials needed to complete their tasks.