

BISHOP GEORGE MISSION SCHOOL

Dakshin Kalikapur, Ghatakpur, South 24 Parganas, WB - 743502

Affiliation No.: 2430396 | School Code: 16227

STUDENT DIARY INSERT: LIBRARY POLICY & RULES

The School Library is our central **Knowledge House**. Every student must respect this space and strictly adhere to the guidelines detailed below.

■ THE STUDENT'S LIBRARY OATH

- 1. I shall respect the silence of this sanctum.*
- 2. I shall handle every resource with care and respect.*
- 3. I shall seek knowledge with an open and honest mind.*
- 4. I shall return materials on time for the benefit of others.*
- 5. I enter as a student and leave as a purposeful thinker.*

■ BORROWING TERMS & POLICIES

- **Borrowing Limit:** Enrolled students are permitted to borrow up to **one (1) book** at any given time.
- **Loan Duration:** Books are issued for a strict maximum duration of **seven (7) days**.
- **Renewals & Extensions:** Renewals are permitted once per week, explicitly during the student's scheduled weekly library class period, with a hard maximum cap of two renewals per item.
- **Reference Exclusions:** Core reference assets, encyclopedias, dictionaries, and current periodicals are strictly restricted to **in-library use only**.
- **Weekly Reading Target:** Students are strongly encouraged to read **one book per week** and prepare a clean, one-page summary to exhibit on the campus notice boards.

■ RULES OF CONDUCT & DISCIPLINE

- **Absolute Silence:** Absolute silence must be maintained at all times. Group discussions must immediately migrate to designated 'Collaborative Zones' or be restricted to whispers.
- **Food & Beverage Ban:** To preserve assets, food, snacks, and open-container drinks are **strictly prohibited**. Personal bottled water must remain securely capped.
- **Resource Management:** Highlighting, page folding, or writing within library books is strictly banned. Users are held directly responsible for the structural integrity of materials.
- **Re-shelving Restriction:** To prevent misfiling, students must never re-shelf books themselves. All utilized items must be placed directly on the designated Return Carts.
- **Property Counter Lockers:** All personal bags, coats, and umbrellas must be stored in the entrance lockers prior to crossing the threshold.
- **Technology Protocols:** Workstations are dedicated solely to academic research. Accessing social media, video games, or prohibited networks breaks the School Acceptable Use Policy.

■ **COMPLIANCE WARNING:** Failure to strictly adhere to these institutional rules will result in immediate fines, suspension of library borrowing privileges, or formal escalation to the Dean of Students.