



Raatoll Education Centre
Raat Meedhoo

LIBRARY RULES

1. No student is allowed into the library unless with proper authorization.
2. The library is a quiet place to work and read. There should be perfect silence in the library. Students should read or select books silently, without causing any disturbance.
3. Students should not indulge in non academic activities while in the library.
4. Students are allowed to take only an exercise book and a pencil case, to the library. No other books should be taken. Bags and other personal belongings should be left by the entrance in the specified area.
5. If books are to be returned, do so before going to the shelves.
6. If browsing or borrowing, use the first ten minutes to choose books. No students are allowed to stand near the shelves, but should be seated doing their reading.
7. Librarians or Library Assistants are to supervise the students while they are in the library and students should follow their instructions.
8. The books borrowed from the library by the students should be returned **within one week**. If the books are overdue, the borrower will not be allowed to use the library until the book is returned. If this is repeated he will be kept away for a further period.
9. Loss or damage of books should be reported immediately and replaced or paid for.
10. Reference books are not to be removed from the library. If necessary, overnight reference could be arranged with the librarian for staff and students of grades 10,11 & 12.
11. Students should not remove any books or magazines from the library without the permission of the librarian.
12. Strictly no food or drink should be brought into the library.

Care of books

Books are very expensive to buy and replace; it is important that they are carefully treated.

DO

- Handle the books properly and sensibly.
- Report any missing or loose pages in books to the librarian.
- Replace books in the specified place.
- Replace books the right way up, with the spine facing outwards.

DO NOT

- Write or draw in any book.
 - Damage any book by tearing or ripping the cover or the pages.
 - Remove pictures from books.
 - Bend down the corners of the pages.
 - Carry books in the rain.
 - Remove books without permission.
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Seating Arrangements:

Due to the lack of space, the library can accommodate only **60 students** at a time.

Opening Hours:

The library is open on all working days from **7:00 am to 6.00 p.m.**

The library will be opened and closed by the librarians only.

In special circumstances the leading teachers and other SMT members have permission to open the library.

Membership:

Membership is open to students of Raa Atoll Education Centre (grades 1 to 12 and its staff.

Membership is free.

Lending:

Any member can borrow one book or magazine at a time for a period of 7 days. (Teachers excluded)

Lending starts at **7:30** in the morning and continues until **5:30pm**.

System of Lending:

When a student member joins the library, a library pocket is issued in his name. This card bears his name, index and class and is kept in the library.

For Teachers separate cards will be issued bearing their details

Lost or Damaged Books:

If a book or a magazine is lost or damaged during the time it is lent, the borrower is expected to pay for it.

Library Staff:

Mr. Abdul Mushin Ibrahim, the deputy principal is the Chief librarian and there are **two** library assistants and the maintenance staff do the cleaning of the library.