Library Rules and Regulations

Library Registration

Students can use their valid student ID card to gain access to the library for studying. In addition, while in the library, this ID card affords them access to library material and use of the computers.

Those students who wish to access the overnight book loan facility will be required to pay a refundable (subject to conditions) caution fee of four hundred and fifty dollars ($450.00). This payment is made at the Administration Office. Once payment is made students will then be directed to the library where the receipt and Library Registration Form must be presented to the library staff to enter the information into the library system. They can then begin to borrow library items overnight.

*Include Library registration form.

Borrowing

- A valid SBCS student ID must be presented to borrow library materials.
- Currently the maximum number of books (textbooks) that may be borrowed is two (2) books for a period of seven (7) days.
- A student can renew the loan of a book for an additional seven days. However, if a student is unable to come to the library on the date the book is due, they can renew the book via telephone or email.
- After a renewal, the item must remain in the library for a period of twenty four (24) hours before it can be borrowed again by the same student.
- If this item is in demand the library staff can recall the item at any time.
- If books are not returned by the due date, a late fee will be incurred.

Fines & Late Fees

- *Refundable caution fee $450.00
- Circulating books (overdue item) $5.00 (per day)

*Students must present the caution fee receipt in order to receive a refund. Please be advised students are liable for any overdue and/or damaged books and this cost will be deducted from the Caution fee.

Guidelines for photocopying

- Photocopying facilities are available with the purchase of a copy card.
- Enquiries can be made at the library.
- Photocopying of library material can only be done on the SBCS compound.

Guidelines for Computer Usage

- Students must sign the computer log before accessing the computers.
- Students are allowed a maximum of thirty (30) minutes on the computer.
- Students are reminded that the use of the internet must be in support of education and/or research and be consistent with the educational objectives of the School.
- Printing facilities are currently unavailable.

Reference material

- All reference material must be used within the library, unless it is used for photocopying purposes.
- Students must present their valid SBCS student ID in order to photocopy reference material.
- Photocopying of assigned reference material can only be done on the SBCS compound.