

## Rules of Institut Florimont's CDI (library and learning centre)

The CDI is a library, resources and study area for secondary pupils (Middle School and Diplomas), teachers and all Institut Florimont staff.

The purpose of the CDI is to:

- provide a wide range of fiction and non-fiction material
- encourage pupils to develop independence, curiosity and critical thinking
- introduce pupils to library facilities and document research
- promote reading

The library has a huge collection of French and English titles, including non-fiction and reference books, novels, comic books, graphic novels and magazines. It also has a small selection of novels in German, Italian and Spanish.

The CDI's learning materials are also available online.

The catalogue of all titles in the CDI can be viewed online:

<http://bibliosecondaire.florimont.ch>

The CDI hosts events and offers class visits throughout the year, as well as exhibitions to show and highlight our collection, and to support specific programmes and projects.

You can email library staff at:

[cdibibliosecondaire@florimont.ch](mailto:cdibibliosecondaire@florimont.ch)

### OPENING TIMES

The CDI is open from Monday to Friday, 7.45am to 5.00pm.

### BORROWING ITEMS

Pupils may borrow up to five items at one time. The loan term depends on the item:

10 days – Graphic novels and magazines

15 days – Novels, non-fiction

All comics are to be read in the CDI only. Reference books can be removed from the CDI by special request but must be returned the same day.

Pupils can borrow books from the CDI from their first day at school on presentation of their student card.

### RENEWALS

Books can be renewed once, as long as they have not been reserved. New items may not be renewed.

To renew an item, pupils must take it to the loans desk before the return date. This includes books borrowed with their class.

### **RESERVATIONS**

Up to two items can be reserved at one time. Please make reservations at the loans desk. When the book is available, it is placed on the loans desk for collection.

The book will be returned to the shelf if it is not claimed within 10 days.

### **BOOK REQUESTS**

Pupils can suggest new books for purchase by the library.

### **OVERDUE FINES AND LOST ITEMS**

Pupils are responsible for any items they borrow.

They must return (or renew) books by the date indicated and look after any items they borrow. It is forbidden to write on library books or turn down the pages.

If a pupil damages or loses a library book, they must notify CDI staff as soon as possible. Their parents will receive an invoice for the cost of replacing it, plus CHF 10 for administration costs. Fines are applied for failing to return books from the 8th day they are overdue at the cost of CHF 0.50 per item per day.

Parents receive an email alert before the end of the loan period.

If a pupil fails to return an item for more than 28 days, they will not be permitted to borrow further items.

### **COMPUTERS**

Computers are available for pupils to use for research and classwork. Pupils can request to reserve a computer.

Pupils are not permitted to use these computers to view non-educational sites, such as video game sites. If they do so, they will be banned from the CDI for 2 weeks.

### **BEHAVIOUR**

The CDI is a space for learning. It is important to maintain a quiet, studious atmosphere where users can read, study and borrow or return books.

To accommodate as many people as possible, every pupil using the library must observe the following rules:

1. Walk around the library calmly, do not run
2. Talk quietly, especially when working in a group
3. Be respectful of other users and staff
4. Use computers for school work only
5. Tidy your work area before you leave and place any materials you have used on the trolleys

To keep the library and books clean, food or drink may not be consumed in the CDI. Mobile phone use is not permitted in the CDI.

Anyone who does not comply with this rule will be banned from the CDI for 2 weeks.