



مدرسة الفلبين الاماراتية الخاصة

PHILIPPINE-EMIRATES PRIVATE SCHOOL

دولة الامارات العربية المتحدة ، بني ياس شرق ، هاتف رقم : 025858041 صندوق بريد : 29317
P.O. Box 29317, Baniyas East, Abu Dhabi, United Arab Emirates, Tel. No. 02-5858041

Library Rules & Regulations


These rules and regulations are for the students, teachers, and other users who want to avail of the library services.

1. Register upon entering the library and affix your signature. Do not forget to log out before leaving.
2. Everyone shall observe appropriate conduct inside the library at all times. Your visit here is a privilege not a right.
3. The library can only accommodate 15 users. No one will be allowed inside if there are no more vacant slot available.
4. A low conversational tone of voice while inside the library is highly encouraged and appreciated.
5. Be respectful of teachers, classmates, the library staff, and to all the information, research materials as well as the equipment, furniture, and fixtures. Anyone who destroys library properties will be charged the full cost of replacement of the property.
6. Eating inside the library is strictly prohibited. The only thing you need to feed here is your brain.
7. The library must be kept clean at all times. Littering is strictly prohibited. Waste papers and scraps should be disposed properly in the trash bins.
8. All library users must clean up their tables or work areas, silently arrange their chairs, and courteously return the books to the librarian before leaving.
9. No personal belongings and textbooks are allowed inside the library except with the expressed permission of the staff on duty. Only paper, notebook, pens, and pencils are allowed.
10. Students are only allowed to use the computer with a written approval from their adviser. A minimum of 15 minutes and a maximum of 30 minutes are allowed. Computer games are strictly prohibited.
11. Electronic gadgets are not allowed unless with a permission from the librarian and the use of which will not violate other users' rights.
12. Any staff on duty has the authority to request anyone who is causing disturbance or misbehaving to go out from the library.

13. The library is an “open shelf system.” Inspection of users’ things before learning is part of the normal procedure in the library.
14. Issuance of library books is limited to two per student. He/she can use it for a maximum of three (3) days.
15. Return of books are mandatory on or before the due date mentioned in a slip attached to the book. A fine of 1 dirham per day will be charged for overdue books. The borrower will be charged the full replacement of any lost book in his/her name.
16. Borrowed books are non-transferable and a borrower shall remain responsible for the book issued to him/her until it is returned.
17. A lost library card should be immediately reported to the staff on duty. Replacement of lost library card costs ten (10) dirhams.
18. Students must return their library cards at the end of the school year. A ten (10) dirhams fine will be charged for failure to return the library card.
19. All school rules and regulations apply in the library.
20. Users should comply with the library rules and regulations at all times. Any act contradictory to the rules and regulations as well as three incidents of misbehavior will be reported to the Guidance Office for disciplinary action.



NICOLE A. NAPAL
Library in charge



ROSEMARIE T. NATIVIDAD, MA.Ed
School Principal



LALAIN C. RAGODON, MA.Ed
Vice Principal



HENRY P. NADONG, MA.Ed
HRD Manager & Compliance Officer