

School Library Regulations

The school library is a key component of the educational process at ISoB. The library makes its collections available to the school community. We aim to foster a lifelong habit of reading in our pupils.

Pupils should treat library resources entrusted to them with care and maintain calm and silence while in the library. Eating and drinking are not permitted in the library.

Bug Club reading sessions for Years 1–3 take place in the school library according to a published timetable. During these sessions the library is unavailable to other users.

Access and Staff

1. Who may use the collections

The school library collections are available to pupils, teaching staff and parents of ISoB pupils.

2. Issuing of materials

Library materials are issued only by the teacher-librarian during the library's opening hours.

Electronic System

3. Loans, reservations and returns

Loans, reservations and returns are handled via the Concord Infiniti electronic library system.

4. Reader accounts

Each library user has a reader account in the system linked to their email address. Through this account they can reserve books online.

5. Account suspension

A reader account may be blocked after exceeding the loan limit or after overdue returns.

6. Late return fines

For overdue returns the system charges a fine of PLN 1 for each week of delay.

Loans

7. Loan limits

Pupils may borrow monthly as follows: G0 – 4 books; G1–G5 – 5 books; MYP and DP – as required.

8. Loan periods

Books are loaned to pupils for one month.

9. Workbooks and textbooks for Polish pupils

- Years 1–3: issued once per term.
- Years 4–8: issued for the entire school year.

10. Teaching staff loans

Each member of teaching staff may borrow an unlimited number of library materials for teaching purposes.

11. Loan period for staff

Library materials are loaned to teaching staff for the entire school year.

12. Reference collection

The reference collection — dictionaries, encyclopaedias and multimedia materials — is available for use only on school premises. In exceptional cases these items may be borrowed for home use by teaching staff.

Returns and Penalties

13. Returning items

Returned publications must be handed to the librarian, who places them in their proper location on the shelf (readers may not reshelve items themselves).

14. Consequences of late returns

Failure to return borrowed publications by the due date results in suspension of borrowing privileges until the overdue items are returned.

15. Lost or damaged items

In the event of loss or damage to borrowed publications, each library user is obliged to replace the item or, if replacement is not possible, pay a monetary equivalent for the lost/damaged books.

16. End-of-year returns

All borrowed publications must be returned to the school library no later than two weeks before the end of the school year.

17. Leaving the school

Pupils and teachers leaving the school are required to return all borrowed publications to the school library before departure.

