

HAVEN OF PEACE ACADEMY LIBRARY – DAR ES SALAAM, TANZANIA

Haven of Peace Library Rules and Procedures

(Parent Please READ!!!)

Library hours are: Monday – Friday: 7:15 a.m. – 2:30 p.m. including first break times

Books are checked out for 1 week for primary students and 2 weeks for secondary students. When the patron is finished with the library materials he/she may return it to the library and choose another **or** put it into the box/basket inside their classroom by 7:45 a.m. and it will be returned for them. Books may be renewed one time by notifying the librarian in the library.

The HOPAC Library has books for the whole family from the pre-school child to the adults in the family.

- Picture books for parents to read to children and for older children to read on their own.
- Fiction and Non-Fiction for Grades 2 – 5.
- Youth Fiction and Youth Non-Fiction for Grade 6 – adult
- DVDs and CDs of both music and stories
- A variety of magazines for the whole family

Materials must have a safe place to be when they are checked out. Please keep them dry and out of danger from smaller children and pets. Think of a place in your home where you will keep the library books so they are safe and record it here _____ **Be sure your house helper knows where they should be kept.**

Please try to keep the books in good condition. Your hands should be clean. Don't eat when reading a book. Never write in a library book. Report any damage to the librarian. Use a bookmark instead of folding over the page.

Maximum number of books to be checked out are as follows: Kindergarten: 1 Grade 1-2: 2 Grade 3: 3 Grade 4-5: 4 Grade 6 – adult: 5

(REMEMBER MATERIALS MAY BE RETURNED THE FOLLOWING SCHOOL DAY AND MORE TAKEN)

The HOPAC Library charges a **fine of 200 Tsh per day per item** for overdue materials. This should be the responsibility of the child not the parent to encourage taking responsibility. Notification of overdue materials will be sent to the parent through our automated email system. Please return or pay for lost items promptly to avoid increased charges. All unpaid fines and replacement costs **double** after one month. Borrowing privileges will be suspended until fines and lost materials are paid in full. No end-of-term reports will be issued until all outstanding library debts are cleared.

===== cut here and keep the above information for future use and return the bottom portion =====

I have read this information and agree that my child(ren) may borrow materials from the HOPAC Library. We will comply with the rules and procedures.

Student's name _____ Grade ____ Book limit ____ (indicate number) allow DVDs yes/no

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Parent's Email: _____ Signature: _____