

Library Borrowing Policy

- Parents pay a borrowing deposit of 500THB to become members of the library per child. This money is returned if a child leaves and after all borrowed books have been brought back.
- Members will receive a library card which they must present when borrowing a book.
- Pupils can only borrow 1 book at a time.
- Pupils must be accompanied by a parent when visiting the library. Parents must sign their child's borrowing sheet when taking a book home.
- Returning books must be placed in the RETURNS BOX and then signed off by a teacher.
- The Library will be open every Tuesday from 3.05pm – 3.20pm. This is the only time when books can be borrowed or returned.
- If books are damaged or lost, the cost of replacing them will be deducted from the deposit.
- All books must be returned by the end of the academic year (no borrowing over the summer holidays)
- Children may borrow a book for a month. There is a possibility to renew it if that particular book is not in demand. Pupils must bring the book back to renew it.