

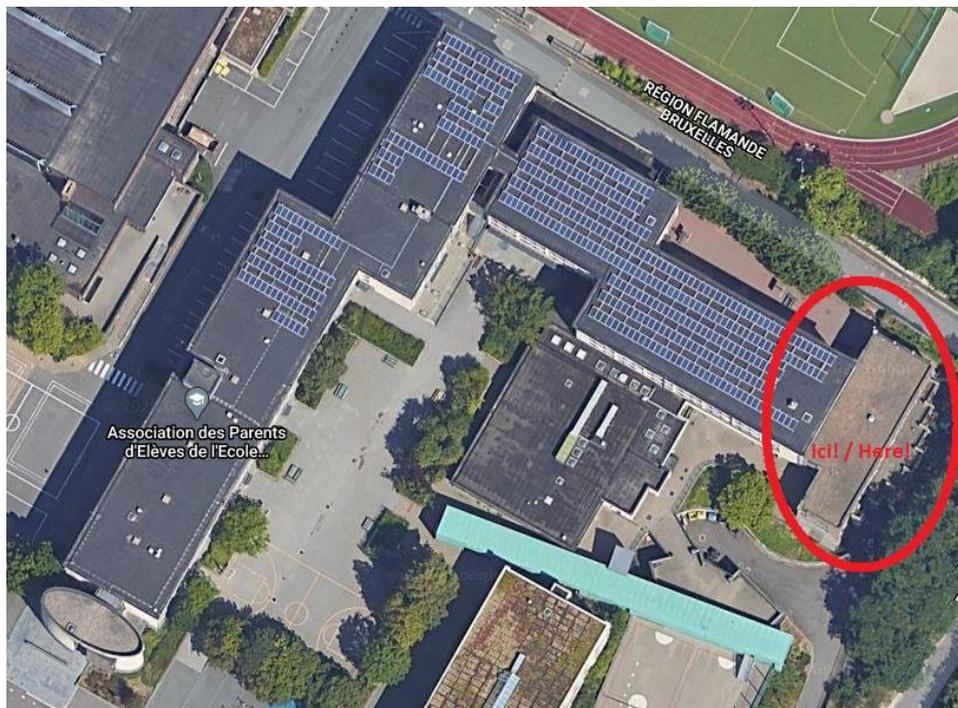


## Welcome to the Secondary Library!

Are you looking for a quiet place to read, work or study? Would you like to borrow novels or documentation for your pleasure and your lessons? Read a comic book to relax? Come visit us!

### Where and when?

Come see us on the first floor, at the very end of the Secondary building. Just above the infirmary.

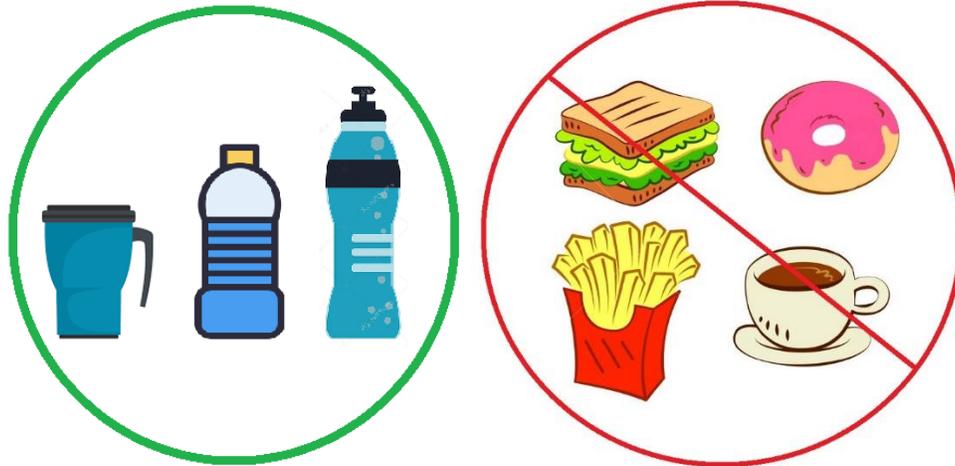


We are open **every day from 8:25 to 12:00 and 12:30 to 16:10 except on Wednesdays from 8:25 to 14:30**. You are free to enter whenever you want during your breaks and free periods!

### Respect is paramount, some rules of conduct to adopt

Before coming in, make sure you have memorized the information here below to avoid unpleasant surprises! In the event of non-compliance with these rules, we will ask you to leave and also take disciplinary sanctions in the event of a repeated or serious misconduct.

- The library is a quiet place, so **whisper** to respect the concentration of others.
- Put preferably your bag(s) in the shelves by the entrance and only take what you need and your valuables with you to come in. The hallway cameras are keeping an eye on your belongings at all time.
- Also be careful to set your phone on silent mode. It goes without saying that you are therefore forbidden to use it for making or answering calls. Its usage is authorized if the Multimedia room is unavailable and **for educational purposes only** (search for information). On the other hand, if you put on headphones, you can listen to music while you work.
- Thirsty? No worries, as long as it's in a container that you can reseal like a bottle or a thermos cup.
- Hungry? Sorry, but then you'll have to take a break outside, no exceptions are allowed!



## Loan terms

All students have an account at the Library opened upon registration but come preferably with your student card. You can borrow up to **3 fiction books** and **5 documentary books** at the same time. The loan lasts **2 weeks** and you can extend your loans **once** if you need more time. When the return date is set during holidays, your loans are automatically extended to the first school day after that period. Very important: **ALL** books must be returned before the summer holidays!

**Be careful**, borrowing a book means that you agree to be responsible for it! In case you return it late, we will ask you to pay an overdue charge (0,05 € per book per day). If the book is lost or severely damaged, you will need to buy a new copy.

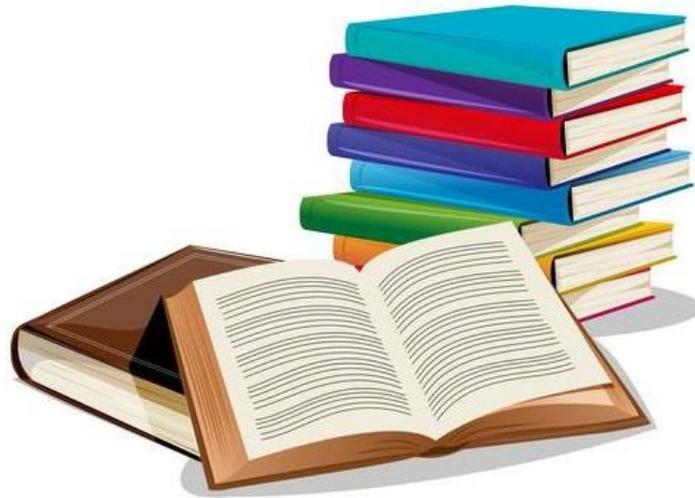
## What you will find in the library

### Novels

You want fiction, here it is: more than **7400 novels** are at your disposal! And in **every language** taught in the school: **English, French, Dutch, German, Italian, Portuguese, Latvian, Estonian, Lithuanian, Swedish and Finnish**. We even have some Chinese and Spanish! Our collection of **Swedish** and **Finnish** is very limited, ask your language1 teacher for access to those available in her/his classroom.

**The novels are sorted by language on the shelves but also by year level for S1-S4 and S4-S7.** If you are in the youngest category, you will not be allowed to borrow from the older one. Why? Simply because the writing, meaning and/or vocabulary of these novels are too sophisticated from a writing point of view; or because the subjects discussed are too hard or complex. Give yourself the time to grow up, you will access to the senior level section soon enough!

We also have books to learn languages with their audio tracks (bring an USB stick if you want to use it). We can give you as examples the collection of Oxford Bookworms or the publisher Maison des Langues.



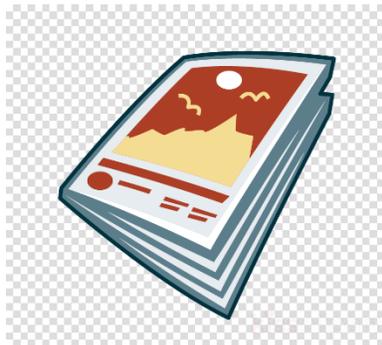
### Documentaries (non-fiction)

We have books covering a lot of subjects: science, literature, history, politics, etc. in all languages of our school. The literature sections (poetry, plays and commentaries) are sorted by language, near their respective S4-S7 sections.

### Comics and magazines

For the magazines, you will find a bit of everything: news, history, science or pure entertainment! As for the European and American comics and manga, it is the same as for the novels: they are separated by year level. You can come and sit down to read them but the **loan is reserved for teachers**.

Do you need an article for your homework? You can take a picture or make a copy using the printer at your disposal! (Be careful: this service is not for free, see the chapter on the printer here below.)



### DVDs and board games

These are exclusively reserved to the teachers! They're usually borrowed for language lessons, so you'll enjoy them too.

**Please!** If you don't know where to put back a book you took from the shelf, leave it on our desk! We'll put it back in its right place later.

## Other library services

### Multimedia room (442)

When it is not a classroom reserved for a teacher and her/his class, it is a room equipped with 24 computers where you can come to do research or work on your presentations and other exercises.

The school's computers are not intended for video games and social networks. Here again, no exceptions are allowed! Use your time here to work, you'll have more time to play or chill once you get home.

### Online

You can browse our online catalogue, Oliver (<https://esob.oliverasp.co.uk/>) to find your next reading or some documentation for your works.

Meet us on Team: EEB2 Secondary School Library (<https://m-url.eu/r-3n0g>) ; we will keep you posted on new acquisitions and other library-only announcements. From the group you also have access to the online catalogue as well as its user guide, library rules, thematic lists and much more!

### Copy/Printer

A printer is available for **students only**; teachers have their own in their working rooms. To use it, come see us to convert money into credits on your copy/print account, in increments of € 1. Preferably come with your student card. You can therefore print from the computers in the IT room (442) (select the " **PaperCut** " printer) or directly with your USB stick, but only if your file is in PDF format. You can also make photocopies. If you need to scan and receive a document on your school email: it's free.

If you want more details: € 1 gives you 20 credits, 1 credit equals to one side of a sheet to print/copy.



### Small equipment

You can't have everything with you, no problem: classic and Atoma hole puncher, stapler, tape, glue, pencil sharpener and draft sheets are available to you in free access. For the scissors, ask us.

### And last but not least: our help!

Whether you want advice on what to read next, help for a search or if you have a problem with the printer, we are always available to answer your questions.