

Rules for the use of the Media Centre

081 851 30 18 www.lyceum-alpinum.ch - Academic – Media Centre (= library catalogue)

The purpose of the Media Centre of the Lyceum Alpinum Zuoz AG is to be a stimulating, enriching and pleasant place to spend time and work in. This is possible if everyone shows consideration for others and abides by a few simple rules.

Opening hours

Monday	07.30	to	17.00
Tuesday	07.30	to	17.00
Wednesday	07.30	to	12.15 closed in the afternoon
Thursday	07.30	to	17.00
Friday	07.30	to	17.00

1. General

- The Media Centre is available free of charge to all students, teachers and other staff.
- Advance notice must be given for visits by whole class groups.
- The Media Centre staffs are responsible for the operation of all equipment.
- The user is financially liable for any careless damage he may cause.
- Eating, drinking and using cell phones are prohibited in the Media Centre.
- The Media Centre staffs are glad to receive suggestions for purchases of materials.

2. Using Media Centre computers of the and personal lap-tops in the Media Centre

- The Internet is for communication with family and friends and to research information for school- and homework.
- Playing online games, watching TV, downloading or installing additional programs is not allowed.

3. Borrowing

- The Media Centre is available free of charge to all students, teachers and other staff.
- No more than 3 DVDs can be borrowed at any one time.
- Users are personally liable for any materials they borrow. Please do not lend any article to a third person.
- If media material is checked out, it can be reserved for a later date.
- Media materials can be borrowed as follows:

Books and audio books	4 weeks
DVDs, CD-ROM and magazines	3 days

The borrowing period for books and magazines can be extended, provided no one else has reserved them. For DVDs the period can NOT be extended.

4. Regulations concerning items not returned on time

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| 1. | Pre-reminder
without cost | on Monday
letter to be distributed (boarding house students)
letter to be sent (extern students) |
| 2. | 1st reminder
CHF 5.— in cash | after 1 week (Monday)
letter to be distributed (boarding house students)
letter to be sent (extern students) |
| 3. | 2nd reminder
CHF 20.— in cash | after one more week (Monday)
letter to be distributed (boarding house students)
letter to be sent (extern students) |
| 4. | Charge | item will be charged to the school bill, without any prior consultation with the student. A handling fee of CHF 15.-- will be charged in addition to the accumulated fees. |

5. Inter-library borrowing scheme

- Special media can be obtained through the inter-library borrowing scheme. Ask in the Media Centre for details.