



# Rules for the use of the Media Centre

081 851 30 18 [www.lyceum-alpinum.ch](http://www.lyceum-alpinum.ch)

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	12.30 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.
- The Media Centre staffs are responsible for the operation of all equipment.
- The user is financially liable for any careless damage he may cause.
- 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.
- 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, DVDs**                      **4 weeks**

**Newspapers and magazines**                      **3 days**

The borrowing period for books and magazines can be extended, provided no one else has reserved them.

### 4. Regulations concerning items not returned on time

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|----|--------------|---|
| 1. | Pre-reminder | without cost  |
| 2. | 1st reminder | after 1 week <b>CHF 5.— in cash</b>   |
| 3. | 2nd reminder | after one more week <b>CHF 20.— in cash</b>   |
| 4. | Charge       | item will be charged to the school bill, without any prior consultation with the student. A handling fee of <b>CHF 15.--</b> 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.