Rights and responsibilities of library users at PGSC.

As a member of the PGSC community, you have the following rights:

* Free library membership and loans
* Privacy – your membership and loan information is confidential
* To be treated fairly and with courtesy and respect
* To feel welcome and at ease in an environment that is safe and well maintained
* To receive assistance from the teacher librarian with your enquiries
* To use library facilities and resources
* To be able to borrow and reserve books and other materials providing that you don’t have overdue materials
* To be able to access your own borrower record.

As a member of the PGSC community, you have the following responsibilities:

* All users are responsible for the safe keeping and return of books borrowed in their name. Please do not lend materials borrowed under your name to other students
* Every item must be returned to the library by the due date unless other arrangements have been made with the teacher librarian. Books can be renewed if there is no-one waiting for them
* A person who has overdue items may not be allowed to borrow until they have been returned
* To behave in a manner which is not offensive or unduly inconveniences other library users and library staff or which causes or is likely to cause damage to library materials or facilities. To treat other library users and library staff with respect and courtesy.
* To follow the rules for computer use and Code of Conduct
* Please do not bring food or drink into the library (water is fine.)
* To take care of library resources.

Remember, we are here to help you learn! Please ask for help if you need it. We will do everything we can to possibly help you.