



**WELCOME
TO
HILLVIEW COLLEGE
SCHOOL LIBRARY MEDIA CENTRE**



Your guide To Your Library

Library Services:

- Print and non-print materials for all ages.
- Reference services (Please ask the library staff)

Library Policies:

Library Card:

- A library pocket card is a privilege. First library cards are **free** to all new students. Students will also be entered into our automated database.
- The borrower is responsible for the card's security and condition, any material checked out on the card, and for any charges incurred.
- It is your responsibility to notify the library of any name, phone number, or address change and to report stolen cards immediately. Replacement cards are available at a cost of \$1.00 each.

Loan Period:

- Most items are loaned for Fourteen (14) days.
- Reserve materials are overnight loans (12:30 pm - 8:30 am of the following school day).
- **All items are due back before closing on stamped due date.** Any item returned after closing on the date due will be considered late.

Item Limits:

- One (1) item per student (FORMS 1-5)
- FORM 6 students may borrow one (1) item from Reserve **and** one from the Open Shelf.

Overdue Item Charges: - A per item fee is assessed as follows:

- Any Open Shelf Item - **\$0.25 per day**
- Reserve Item - **\$1.00 per day**

Lost or Damaged Materials:

- Please **report** all lost or damaged books immediately to the librarian.
- The charge for a lost or damaged item is the actual cost of the item.

Renewals:

- Most materials may be renewed a maximum of three (3) times if not reserved for another customer.
- Renewals are not guaranteed.

Reserved Items:

- You will be notified when your items become available.

Reference Materials:

- Reference materials are for use in the Library only. These include dictionaries, encyclopedias, past-papers, information files, periodicals and some books.

For more information, please ask your Library Staff.

What is Expected of You:

- This is a quiet area, so please observe quiet study/ browsing at all times
- Notebooks, copybooks and folder pages are allowed into the library.
- However, books that do not belong to this library, and bags are to be placed on the shelving provided.
- Eating, drinking, defacing library property or hiding books are not allowed.

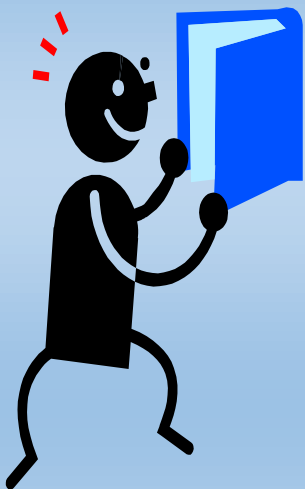
Library Hours/Use:

- The library is open from 7:30 am – 3:30 pm Monday through Friday.
- Form 6 may use the library throughout the day, form 6 students must display their sixth form pins on entry.
- Forms 1 – 5 may use the library throughout the day, subject to the availability of space and upon presentation of a library pass, found in the Deans' office (signed by your DEAN).

OPENING HOURS

7:30 am — 3:30 pm

Monday through Friday



LIBRARY STAFF

MS. SARITA JODHAN

(SCHOOL LIBRARIAN I)

MS. PREEYA RAMESAR

(LIBRARY ASSISTANT II)

MR. STEFAN SMITH

(LIBRARY ASSISTANT I)

The Hillview College School Library Media Centre supports the school curriculum and serves the school community by providing an environment conducive to quiet study and instilling research skills through library instruction.



E-mail:

library@hillviewcollege.edu.tt

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