

Inquiry Centres Regulations



CRAIGHOUSE
SCHOOL

Inquiry Centres Regulations

The Inquiry Centres are places designed to support the teaching and learning process through reading, research, and cultural activities. It is a physical space that welcomes users to enjoy a variety of educational activities.

Objective

These regulations include the basic norms that govern the Craighouse School Inquiry Centres, its use, and its users' responsibilities.

1.- Types of service

- 1.1. Service to the public (borrowing/returning materials).
- 1.2. References: search and use of sources of information available at the Inquiry Centre (in physical and digital format).
- 1.3. Educational activities: workshops, lectures, lecture-type lessons.
- 1.4. Cultural and extension activities: book fair, storytelling, author visits.
- 1.5. Reading areas and spaces for multimodal learning.
- 1.6. Study areas for pupils who do not attend Religion classes.

2.- Schedule

- 2.1. Opening hours are:
Primary: Monday to Friday from 8:00 a.m. to 3 p.m. Middle and Senior: Monday to Thursday from 7.30 a.m. to 5 p.m., and Friday from 7.30 a.m. to 3 p.m.
- 2.2. Pupils may only stay in the Inquiry Centres if there are library staff or teachers present.

3.- Internal users

- 3.1. Pupils.
- 3.2. Parents: books will be loaned on behalf of their children, who must have their enrolment up to date for the current year.
- 3.3. School staff: teachers, directors, teaching support staff, and ancillary staff.

4.- Inquiry Centres behaviour rules

- 4.1. People who enter the Inquiry Centres must do so calmly and in an orderly manner to prevent accidents and overcrowding.

- 4.2. They should speak softly so as not to disturb the academic and/or work activities of other pupils, teachers, and staff.
- 4.3. Users must look after and take good care of library materials.
- 4.4. They must use rubbish and paper recycling bins correctly.
- 4.5. Users should maintain and respect the order and cleanliness of the Inquiry Centres.
- 4.6. Access paths and exits should not be blocked. Running is forbidden inside the Inquiry Centres.
- 4.7. Food and beverages are not allowed inside the Inquiry Centres.
- 4.8. Other social rules described in the School Life Guide also apply.

5.- Library rules

- 5.1 To access a title that is part of the Inquiry Centres collections, users must not have pending fines in their loan records.
- 5.2. Books from the general collection and *plan lector* can be borrowed for 30 days. Late returns will result in a minor annotation for misconduct (lack of responsibility).
 - 5.2.1 Once a month, pupils, their tutor, and their parents will receive a written note detailing overdue material.
- 5.3. Deteriorated, damaged, or lost library materials must be replaced. Otherwise, the user will be required to pay the cost of the book in the school's collections office. In both cases, the situation must be resolved in no more than 15 days.
 - 5.3.1 Should material need to be replaced, the user must bring an original copy, not a photocopy or scanned version of the text.

6.- Loans

- 6.1. Pupils
 - a) Borrowed yearly textbooks will be handed over in March and must be returned in the first week of December of that year.
 - b) IB books can be borrowed for the duration of the programme, and the loan must be renewed at the end of each year. Once the programme finishes, all material must be returned immediately.
 - c) PAES books must be returned once the test has been taken.

- d) Loans are INDIVIDUAL; that is, each book is assigned to one user (pupils, teachers, teaching support staff, administrative and ancillary staff).
- e) If a book is not returned it will have to be replaced or paid for in the school's collections office.

6.2. Teachers

- a) Teachers may borrow up to 25 books at once.
- b) ALL teachers must return the books to the Inquiry Centres in the third week of December. Deteriorated, damaged, or lost books must be replaced or paid for.

6.3. General community

- a) All staff members can request books from the inquiry centres, which they can borrow for 30 days. A maximum of three loans can be renewed each month, depending on the title (except for textbooks and *plan lector*).

7.- When leaving the school

- a) All members of staff who cease to work at Craighouse School will have to return any borrowed material to the Inquiry Centres, which in turn will hand over a document that must be presented at Human Resources, stating that there are no items pending. If any material is lost or not returned, the Inquiry Centre will inform Human Resources for the implementation of the relevant procedures.
- b) Pupils who leave the school will have to return any borrowed material to the Inquiry Centres. Otherwise, the relevant head of section and the academic direction's office will be informed to take pertinent action.
- c) At the end of Year 12, pupils are required to return all material borrowed from the Inquiry Centre. Any unreturned books will be charged in the last school fee instalment.

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Person in charge: Academic Director