



ÉCOLE FRANÇAISE ARTHUR RIMBAUD

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ENROLMENT FILE – 2020-2021 ACADEMIC YEAR

LIBRARY RULES

Library opening hours:

The timetable is displayed at the entrance of the library. When the library is used by a class, under the supervision of the librarian, access is not allowed to students of other classes. **The library is always opened during recess and lunch times (between 1:00pm and 2:00pm)**. Due to limited number of seats, students who wish to read for pleasure or carry out research will take priority. Access to the library is forbidden without the presence of the librarian, a teacher or a school life staff.

Behaviour:

The library is a quiet area, which has to be respected. School bags must be left at the entrance in the designated area. Before leaving the library, chairs and tables must be set properly, comics strips, magazines, dictionary and books must be placed back in order. Drinks and food, except water, are forbidden. Mobile phones are strictly forbidden. Bad behaviour will be sanctioned by the librarian and access to the Library might be forbidden for some time.

Borrowing Books:

Students are allowed to borrow two books per week. The librarian will keep the register up to date accordingly. All borrowed documents must be returned within one week. Extension can be allowed if requested before the deadline. Any delay will be penalised. The French School will charge any loss or damaged book to the students. Comics strips and magazines cannot be borrowed and have to be read on site.

Computer:

There is two computers used for data research. It is forbidden to check personal mail from the Library. Students must ask the Librarian for assistance. Data research software is available on the computers. It will enable students to find requested documents in the library or on the Internet. In order to print, students must seek authorisation from the Librarian first. Personal flash disks and CDs are forbidden.

The Librarians :

Mrs Caroline KARUME (Oysterbay campus) and Mr. Léo Mascarielli (Masaki campus) are the librarians. They will help to choose books, to find documents or to use the computer for research.

Dar es Salaam, DATE

Legal guardian(s) signature(s)