



## **Frequently asked questions**

### **Do I need a library card?**

Your name will automatically be registered on the computer, and therefore you will not need a library card. Simply take your books to the library counter, and (if you do not have any books outstanding!) the books will be issued to you.

### **How many books can I borrow?**

You may borrow up to two books for up to two weeks. However, popular items, which are required for homework may have a shorter loan period.

### **What happens if a book is overdue?**

Books may be borrowed for two weeks, and the return date is stamped on the date label. If you wish to renew the item, then please take it to the library to be renewed. No further items will be issued until the item is renewed/returned.

### **What happens if I haven't finished the book?**

The book may be renewed, and you will be able to borrow the item for a further two weeks. Most books can be renewed. However, if you have a new and very popular book, such as the latest Jacqueline Wilson, or Anthony Horowitz, you may be asked to return the book after two weeks.

### **How can I reserve a book?**

Ask at the issue desk, and the book will be reserved for you.

### **How will I know when the book is available?**

You will be contacted via your tutor. The book will normally be held in the library for one week.

### **What happens if a book is lost?**

The full replacement cost of the item should be paid. No further items will be issued until the item is returned or the replacement cost is paid.

For more information please contact the Librarian.