

Cavan Library Service

School / Group Membership

Rules and Regulations

- Each Group Leader / Teacher must register his / her class / group for the year, by filling in the Group Membership Form.
- Forms are available at your local library or to download at **www.cavanlibrary.ie**.
- The Group Membership Form must be signed by a Guarantor e.g. School Principal with school stamp.
- If a Group Leader / teacher changes to another school their library card must be returned and a membership form for their new school must be signed and guaranteed again.
- Pre-school classes, Primary School and Secondary School classes may borrow up to 40 items from a library branch **plus** one set of books from our Class Novels Collection.
- The loan period for all books borrowed on a School / Group Membership card is 6 weeks
- The Group Leader / Teacher is responsible for books borrowed at all times and must ensure that all books are checked in / checked out at the library desk at each visit.
- The Group Leader / Teacher is responsible for ensuring that children do not access inappropriate material. Use our reading levels to guide you in selecting books.
- The Group Leader / Teacher may renew items again if required. However, if the items are requested by another group renewal may not be possible.
- The Group Leader / Teacher must ensure all books are located in the Preschool / School at all times.
- All books must be returned in May prior to the end of the school year.
- We adhere to National Child Protection Guidelines. Library staff cannot be responsible for the supervision of children. Children should be accompanied by an adult at all times.

Remember: We comply with Health & Safety Legislation and provide a safe place for all users and staff. Any member of the public causing difficulty for others or for library staff will be asked to leave the library. We reserve the right to refuse entry and / or restrict services.

www.cavanlibrary.ie

