Library Information for Learners and Teachers

Information regarding the handing out of text books belonging to the school

1. No books or fines may be outstanding from the previous year.
2. The books are issued to each Grade on a certain day and during a specific lesson. Exact dates will be advised timeously.
3. At the end of the school year, or if a learner leaves the school during the year, the books must be returned as a complete set.
4. To safeguard himself/herself each learner must enter his/her name in ink into the list provided in front of the book.
5. As long as a learner has a book which belongs to the DSK he is responsible for that book. Should the book be lost or damaged beyond repair the replacement value of the book must be paid. The plastic cover with which each book is covered, serves to prolong the life span of the book and must be treated with care. For this reason each book must be covered once more. **No self-adhesive covers please!** If the school’s plastic cover of the book needs to be replaced at the end of the year R20 must be paid for repair.
6. Damaged or broken CD’s will be fined with R 30.
7. Under no circumstances may any writing, crossing out or doodling be done in any of the borrowed books !!!
8. Readers which are only used during a short period of time in class must be borrowed by the subject teacher and returned by him/her.

I have read and accepted the conditions attached to the borrowing of school books and will adhere to them until the end of the DSK membership.

Signed at………………………………….on……………………………………

…………………………………....................................................
Legal Guardian                             Name in blockletters

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Student                                 Grade