

OPENING HOURS
7:30 am — 3:30 pm
Monday through Friday

LIBRARY STAFF
MS. SARITA JODHAN
(SCHOOL LIBRARIAN I)
MR. STEFAN SMITH
(LIBRARY ASSISTANT II)

VISION

The Hillview College School Library Media Centre supports the school curriculum and serves the school community by providing an environment conducive to quiet study and instilling research skills through library instruction.

MISSION

The mission of Hillview College SLMC is to support and provoke the intellectual, social, and personal development of our students by providing access to information in a warm, encouraging, and safe environment, and by providing instruction, learning strategies, and practice in using ideas and information for effective learning

E-mail:
hillviewcollslmc@gmail.com
library@hillviewcollege.edu.tt



HILLVIEW COLLEGE

Corner, College and El
Dorado Roads,
Tunapuna.



"The more that you read, the more things you will know. The more that you learn, the more places you'll go."
Dr. Seuss



Your guide to your
School Library Media
Centre.

LIBRARY SERVICES

- Assistance with registering with the Public Library Services.
- Print and non-print materials for all ages.
- Reference/Research services.
- Database/eBook Access through NALIS -
<https://www.nalis.gov.tt/Resources/Databases> -
<https://www.nalis.gov.tt/Resources/eBooks>

NOTE: ASK THE LIBRARY STAFF!

LIBRARY POLICIES

Library Card

- A library pocket card is a privilege. First library cards are **free** to all new students. Students will also be entered into our automated database (in process).
- The borrower is responsible for the card's security and condition, any material checked out on the card, and for any charges incurred.
- It is your responsibility to notify the library of any name, phone number, or address change and to report stolen cards immediately.
Replacement cards are available at a cost of \$1.00 each.

LOAN PERIOD

- Most items are loaned for fourteen (14) days.
- Reserve materials are overnight loans (12:30pm-8:30am of the following school day).

All items are due back before Library closing on stamped due date. Any item returned after Library closing on the due date will be considered late.

Item Limits

- Two (2) items per student (FORMS 1-5)
- FORM 6 students may borrow one (1) RESERVE item and two (2) OPEN SHELF items.

Overdue Item Charges - a per item fee is assessed as follows:

- Any Open Shelf Item - **\$1.00 per day**
- Reserve Item - **\$2.00 per day**

Lost or Damaged Materials

- Please report all lost or damaged books immediately to librarian
- The charge for a lost or damaged item is the actual cost of the item.

Renewals

- Most materials may be renewed a maximum of three (3) times if not reserved for another customer.
- Renewals are not guaranteed.

Reserved Items

- You will be notified when your items become available.

Reference Materials

- Reference materials are for use in the Library only. These include dictionaries, encyclopedias, past-papers, information files, periodicals and select books.

Computer and Smartphone Use

- Students may only use laptop or smartphone with the express permission of the library staff or teacher. These are to be used for school work ONLY!

For information please ask or email your Library Staff.

E-mail:

hillviewcollslmc@gmail.com

library@hillviewcollege.edu.tt

What is expected (LIBRARY RULES)

- This is a quiet area, so please observe quiet study/ browsing at all times.
- Students are expected to speak in a manner that is appropriate in the library.
- Students are expected show respect to all people and property within the library.
- Students are expected to help keep the library organized and neat.
- Students may only use laptop or smartphone with permission from library staff or teacher. **These are to be used for school work ONLY!**
- Students are **NOT ALLOWED** to alter, tamper, revise or otherwise change library furniture or library equipment.
- Absolutely **NO EATING** in the library.
- **PLACE ALL PERSONAL ITEMS ON THE SHELVING PROVIDED!**

- only take what items are needed to the seating area.

FOLLOW ALL RULES!

Library Hours/Use

- The library is open from 7:30am – 3:30pm Monday through Friday.
- Form 6 may use the library throughout the day, once the space is free.
- Forms 1 – 5 may use the library throughout the day, subject to the availability of space and upon presentation of a library pass (signed by teacher, dean or Vice-Principal), or a notification from the Vice-principal or Principal.