

# Library Guide

## Student ID Cards

Student ID Cards are issued to you through your tutor at the beginning of the year. You must bring your ID card with you to borrow items from the library. Your ID Card also lets you print within the school. If you lose your ID Card you will need to collect a form from Student reception or the Library.



## Borrowing procedure

### Fiction

May be borrowed for 2 weeks. After a period of 3 days an overdue book will attract a fine of \$0.20 per day. Maximum fine \$2.00.

### eBooks and Audio Books

The Library has a selection of eBooks and Audiobooks you can borrow for 3 weeks, they are available for download on your device. These books **DO NOT FINE** and they will automatically check themselves in.

### Non fiction

May be borrowed for 1 week. After a period of 3 days an overdue book will attract a fine of \$0.20 per day. Maximum fine \$2.00.

### Overnight loans

Some books may only be borrowed overnight. Material for grades 7 – 8 attracts a daily fine of \$0.20. The maximum fine is \$2.00.

### Book drops

You can return a library book at any time ... even when the Library is closed. Return your books to the book drops located at both entry doors of the library foyer. Another book drop can be found just inside the Library door.



## General Guidelines

### Borrowing books from the Library

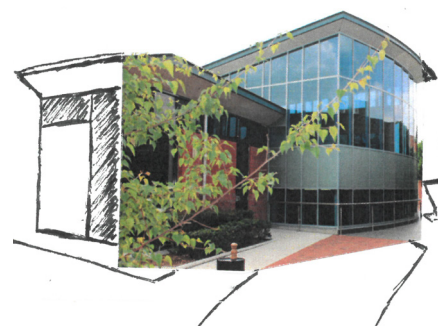
There is no limit on the number of books you may borrow. However, you cannot be selfish and borrow all the books in one subject area.

Please return all material promptly by the due date. The due date is stamped on the date slip in the back of the book. Always check the date as there are different borrowing periods for different types of books. You can usually renew books. It is better to do this rather than leaving them past the due date and then having to pay a fine.

### Overdue notices

These are distributed to students via your tutor every morning. It is the responsibility of students to make themselves familiar with these notices and to check them every day.

Please see someone at the circulation desk if you think there is a problem or if you are concerned by anything listed against your name.



## Library Catalogue



Search

By searching the Mary Mackillop Library's catalogue you are able to locate a range of books, AV and other Library resources. Here you will also find links to recommended great reads, eBooks and any new books added to the collection

## Not on Google

### Homework Help

The Homework Help website is where you will find material collected together to help you with many of your assignments. **Subject Pathfinders** is a great place to start your research assignments.



### Subscription databases

As a student of St Patrick's College, your user name and password allows you to access the many fabulous resources that can be found in our databases. They all contain valuable and trustworthy information. Start your search by using Britannica Online.



Disconnect to Reconnect  
Lunchtime Tuesday and Friday

# digital detox



On Tuesdays & Fridays step away from your phone and other devices and make the most of our Digital Detox days.

You can "detox" every day if you want. Pick-up a game of UNO, challenge friends to a game of chess, Connect 4, or Monopoly.



For more information on how to use the Library, ask us about our MML Zines.

