

Joseph Leckie Academy

Library Rules

- The Library is a **QUIET STUDY AREA**. Read and work quietly **DO NOT** disturb others.
- **DO NOT** eat or drink in the Library.
- **TURN OFF** and put away mobile phones, headphones, earphones, wireless buds and MP3 players.
- Follow instructions given by the Librarian and Teachers.
- Treat the Library and its resources with respect.
- Treat other people and their property with respect.
- Help yourself and others by replacing books correctly. If you are not sure which shelf a book should be returned to, place it on the teal trolley by the library counter and it will be replaced for you.
- Wipes and hand sanitiser are available at the cleaning station for you to sanitise your hands and to clean your work area when you arrive/ before you leave.

If you are unable to follow any of the above rules you may be asked to leave.