Borrowing a Book

To borrow resources you will need your Academy ID card. You are able to borrow **2** books at a time for **21** days, after this time they must be returned or renewed.

If you already have books on loan, you must return these before you are able to borrow any other books.

Looking After Library Books

It is your responsibility to keep the books that you borrow safe and return them to the Library on time and in the same condition. **DO** treat Library books with respect.

DO keep food and drink away from books.

DO store books carefully.

DO use a bookmark to save your page. DO return your library books on time.

If you damage a Library book, be honest and bring the damaged book to the Librarian. Please don't try to repair the book yourself, you may cause more damage.