

THE CHANG YUNG-FA LIBRARY

The school library is named after a Taiwanese philanthropist, Mr. Chang Yung-fa, who donated a substantial sum of money for setting up the school library, when the school was re-located to its existing premise in 1992.

The library is equipped with a large variety of print and non-print materials, which include CD-Roms, VCDs, DVDs, CDs and Internet-enabled computers.

The opening hours are as follows:

- Monday – Friday: 8.30 a.m. – 5.30 p.m.
(Subject to lessons / activities being conducted in the Library)
- Specified days during school holidays: 8.00 a.m. – 12.00 p.m. (Subject to change as specified by School Principal)
- School Semester Holidays: 8.30 a.m. – 5.30 p.m. except on selected periods of the holidays when permission is granted by school Principal, closing time will be at 5.00 p.m.

General Library Rules

- Students are allowed to bring in textbooks and writing materials for homework and research purposes.
- Students must register for the use of computers at the counter to surf educational sites only. Unauthorized site surfers will be banned from using the library. Priority will be given to users who need to use the computers for educational or research purposes. Gaming and logging into social networking sites are strictly forbidden. Each student is allowed to use the computer for a maximum of an hour, subject to the availability of computers.
- Teachers and students may purchase a \$2.50 photocopying card from the school Library Assistant to use the photocopying machine to facilitate their work. Teachers / students will be reimbursed the 50 cents deposit charge when they return their used cards to the front desk.
- No food and drinks and bags are allowed into the library.
- All bags, food and drinks are to be placed in the recess area outside the library. Students have to take care of their own cash and valuable items and the Teacher Librarian or Library Assistant are not liable for any losses incurred. Students who wilfully litter in the library will be asked to clear the litter. On subsequent occasions of flouting this rule, the student will be banned from using the library for one month.
- Loud talking and unruly behaviour will not be tolerated. The Teacher Librarian or Library Assistant on duty may ask the student to leave the library if he is disruptive.
- Students who are caught damaging any library property or stealing resources from the library will be referred to the Discipline Committee for disciplinary actions.
- No library resources are to be taken out unless they are on loan. All loaned resources should have the 'Date Due' stamped on the loan record slip pasted in the book.
- Students must only use their own NRIC or EZ-link cards for borrowing purposes.
- Students will not be allowed to borrow any resources until all overdue resources have been returned.

- Overdue resources are to be returned at the counter and all audiovisuals—CDROMs, VCDs, DVDs, CDs are to be returned in person at the counter.
- Books may be returned via the book drop service provided outside the library. CD ROMs, VCDs and DVDs must be returned IN PERSON via the counter as it is necessary to check the condition of the media being returned.
- Lost and / or damaged resources must be made good by the user with a direct replacement that need not necessarily be brand new, but must be of acceptable condition. In the event of resources that are out of circulation, a similar title for replacement will be accepted. Acceptance of replacement resources is at the sole discretion of the school.
- A student risks his Holistic Development Profile (HDP) report being withheld if he does not return any overdue resource or make good lost resources by the end of each semester.

Membership type / Description	STUDENT	STUDENT LIBRARIAN
No. of loan items permitted	4	8
Duration of loan	14 days	21 days