

LIRC (Library & Information Resource Centre) - Access Policy

The purpose of this policy is to explain how and when the Renaissance College Community can access the LIRC.

The LIRC's resources both physical and digital are available for use for the Renaissance College Community, including students, staff and families.

LIRC 2F PRIMARY LIBRARY

MONDAY - THURSDAY 8.15am - 4.30pm

FRIDAY 8.15am - 3.00pm

The LIRC 2F Primary operates on fixed lesson timetabled to accommodate classes 1-6 in English and Chinese. These timetabled classes are supported by the Library staff and include specialist information literacy lessons with a qualified Teacher Librarian throughout the year. The LIRC 2F is not open at recess. At lunch time it operates the following schedule; Year 3 Mon & Tues, Year 4 Mon & Fri, Year 5 Tues & Thurs, Year 6 Tues, Thur, & Fri. The LIRC 2F is open after school to all students if they are accompanied by a responsible adult.

The Primary School policy states that students should leave the school campus after 3.00pm unless they are involved in after school activities. Students staying on campus must be supervised by parent/guardian. This policy is followed in the LIRC 2F.

LIRC 3F SECONDARY LIBRARY

MONDAY - THURSDAY 8.00am - 5.00pm

FRIDAY 8.15am - 3.00 pm

The LIRC 3F Secondary operates on a partial fixed and flexible timetable. Some English classes have opted to timetable a fixed period once a cycle. All other times are available for flexible bookings. Timetabled classes are supported by the Library staff and include specialist information literacy lessons with a qualified Teacher Librarian. Secondary students have unrestricted access before school, at recess and lunch and after school.

The Secondary School policy states that students should leave the school campus after classes unless they are involved in after school activities or are using the LIRC 3F.

During school hours: Bookings can be made for the LIRC 2F by emailing wlee@rchk.edu.hk or for the LIRC 3F by emailing iho@rchk.edu.hk A reply will be sent to accept/reject the booking. A hard copy booking sheet is also provided at the LIRC counters. After hours use of the LIRC need to be directed the Renaissance College facilities team.

RESOURCE ACCESS

The LIRC's digital resources are available 24/7 and can be accessed via the links of the LIRC homepage.

The LIRC's physical resources can be searched via the Oliver Library Catalogue, the link can be found on the LIRC homepage.

Students in Years 11-13 may borrow up to six resources for 28 days (extended borrowing can be requested for these students).

Students in Years 7-10 may borrow up to five resources for 14 days.

Students in Years 4-6 may borrow up to four resources for 14 days

Students in Year 1 may borrow up to 2 resources for 7 days.

Resources may be borrowed over the school holidays and must be returned immediately after the holidays.

Students present their smart card or library borrowers barcode when borrowing. Students are responsible for all loans made against their own smart card.