

CIUDAD DEL PARAISO LIBRARY

RULES & REGULATIONS

1. Maximum capacity: 12 people

2. Wear a face mask. Keep social distance with pupils from other environments.

3. When entering, wash your hands or use sanitizer gel.

4. Behavior:

- Please, do not disturb. Read and speak quietly.
- Respect the order of the library.
- Do not eat or drink in the library.
- Mute your phone.
- It's not allowed to mark, write or highlight the books.

5. Book consultation: when you finish your consultation, clean the cover of the book / magazine with the material provided on the entrance table and place it on the "consulted books" tray.

6. Book loan:

- Maximum of 4 books per reader.
- Loan period: 1 week (write it down to remember).
- Computer registration:
 - a) Students from Lower and Upper Elementary (Taller I & Taller II), Community of adolescents and relatives: write down the loan on the computer, following the instructions that you will find on the table.
 - b) Other students: they must access the library accompanied by a guide or family member, who will register the loan.
- If the loan is due and you need to renew it, you can request it by e-mail to library@cimm.es, indicating the title and code of the book.
- It is allowed to request a book and wait for it to be returned by sending an e-mail to library@cimm.es

7. Book returns:

- Clean the cover of the books with the material that is on the entrance table and leave them on the "returned books" tray.
- Computer registration: see section 6.
- There is a mailbox at the door of the library to leave books returned out of working time.

