

Kuen Shan International School

崑山國際學校

KS Franklin Library Rules

KS 富蘭克林圖書館規則

1. Students deserve a quiet and orderly library when they are there to read and/or study. Please respect the rights of others. Be thoughtful and try to keep the library a pleasant place for reading and studying.

當學生在那裡閱讀和/或學習時，他們應該擁有一個安靜有序的圖書館。請尊重他人的權利。深思熟慮，努力讓圖書館成為一個愉快的閱讀和學習場所。

2. The books in the library belong to the school. They are to be used and not abused. Any student checking books out of the library will be held responsible for taking care of those books. Books that are lost or damaged must be paid for by the student.

圖書館的圖書屬於學校所有。它們是用來使用的，而不是被濫用的。任何從圖書館借書的學生都將負責保管這些書籍。遺失或損壞的書籍必須由學生賠償。

3. After using a book, students should place the books back on the shelf where they belong. **Remember: A book not shelved correctly is a lost book.**

使用完書籍後，學生應將書籍放回書架上應有的位置。請記住：書架未正確放置的書是一本遺失的書。

4. After leaving the classroom, students should place the chairs back under the tables where they belong. **Remember: A chair not placed properly implies a bad habit.**

離開教室後，學生應將椅子放回桌子下方原處。請記住：椅子放置不當意味著壞習慣。

5. For afterschool usage, students are only permitted in the reserved area they are using. They may not go in the library offices, counter or other areas without permission of the librarian/ teachers.

課後使用，學生只能在他們正在使用的預留區域內使用。未經圖書館員/教師許可，他們不得進入圖書館辦公室、櫃檯或其他區域。

6. The teacher who chaperones the class is responsible for keeping the class quiet while in the library.

監護老師有責任在圖書館期間保持班級安靜。

When reading a book, magazine or newspaper, students are asked to put the same back neatly and in order.

閱讀書籍、雜誌或報紙時，請學生將其放回原處，整齊有序。

- 7. Students are not allowed to install any software in any computers in the library.**

學生不得在圖書館任何電腦上安裝任何軟體。

- 8. Students are discouraged from bringing food and beverage into the library. In using the library, students need not to take off the shoes, which is to encourage a quick access to the library and a respectful attitude to the academic environment.**

不鼓勵學生攜帶食物和飲料進入圖書館。使用圖書館時，學生無需脫鞋，這是為了鼓勵學生快速進入圖書館並尊重學術環境。

- 9. The librarian and teachers are more than willing to help students whenever the need arises, but students are encouraged to learn as much as possible about the library and become independent in using the library and facilities in the library.**

圖書館員和老師非常願意在學生需要時提供協助，但鼓勵學生盡可能多地了解圖書館並獨立使用圖書館和圖書館設施。