

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. The library is equipped with a large variety of print materials and a photocopier machine.

The opening hours are as follows:

- Monday – Friday: 8.00 a.m. – 5.00 p.m. (Subject to lessons / activities being conducted in the Library)
- Specified days during school holidays: 8.00 a.m. – 4.00 p.m. (Subject to change)
- School Semester Holidays: 8.00 a.m. – 5.00 p.m. (except during selected periods of the holidays)

General Library Rules

- No food, drinks and bags are allowed in the library.
- 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.
- For everyone to have a conducive environment to read and work in, students are encouraged to avoid talking or to speak softly in the library. Loud talking and unruly behaviour will not be tolerated and the Library Assistant on duty may ask the student to leave the library if he is disruptive.
- Students are allowed to bring in their personal learning devices, textbooks and writing materials for homework and research purposes. Handphone use is not allowed in the library.
Students need to take care of their own cash and valuable items in the library. The Library Assistant will not be liable for any losses incurred.
Students may purchase a \$2.50 photocopying card from the Library Assistant to use the photocopying machine to facilitate their work.
- Students may have a maximum of 4 books on loan each time. Students must only use their own NRIC or EZ-link cards for borrowing purposes.
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 will not be allowed to borrow any resources until all overdue resources have been returned.
Books may be returned either via the book drop located outside the library or at the counter.
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 an 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.
- Students who are caught damaging any library property or stealing resources from the library will be referred to the Discipline Committee for disciplinary actions.