



# SCHOOL LIBRARY PROTOCOL

1. The library can be used with **librarian's approval** and according to the **class schedule**.
2. Before entering the library please **disinfect** your hands.  
Hand sanitizers are available at the library entrance.
3. Before entering the library please put your **mask** on and wear it properly during your stay. PYP students do not need to wear masks.
4. Keep a safe **physical distance** (2m).
5. Students can sit only in **designated places**.
6. For book returns, please use **book drop offs** in the school halls.
7. When possible, the librarian will borrow books and give them to students during English or Croatian classes.
8. Students can use the **online library catalogue** on the school's website.
9. Students can check out only books provided by the librarian.
10. Popular titles will be laid out to prevent clusters around shelves.
11. If a student takes a book that is laid out or provided by the librarian, but does not wish to borrow it, she/he must give the book to the librarian who will then return it to its place.
12. Touching books on the shelves is strictly forbidden.
13. All the books the students were using will be checked in, disinfected and kept quarantined for 72 hours before let back in circulation.
13. Please never leave any of your belongings in the library.
14. All the surfaces are being disinfected after each class.

*All of the students will be introduced to this new protocol before its implementation.*

