

NEW RULES in the library (during the COVID yellow stage)

- 1) The FRE and the ENG sections (L1 & L2) enter by the C008 (Annick).
The DUT/GER/ CZ/SLO/GRE/SPA sections (L1&L2) enter by the C007 (Sunita).
- 2) BEFORE coming inside the library, all students and teachers will wash hands in the lavatories
- 3) Returning books are placed into the grey box (C008) **if and only if** students are not coming with the class. When the class is coming, the returning books are placed on the desk of Sunita (C007) or Annick (C008). A special place was devoted to this use.
- 4) The class enters, put returning books on the desk and go directly sit on section they belong to. All students sit on the floor (no cushions for sanitizing reasons).
- 5) Five by five, they come in front of books shelves and **at first look** (1st look) which book would suits them. Then, they select 3 of them (touching max 3 of them). Taking them out of the shelves and go sit to select which books will be borrowed inside those 3 ones.
- 6) Five other students are taking their turn in front of the shelves. Each touched and not borrowed book is put into the current day box. For Maternal, the teacher selects 2 books per child and decide which book goes to which pupil.
- 7) For all classes except Maternal, while they sit down, they can decide which books are they going to borrow (1 if they are in P1,P2 and L2 // 2 if they are in L1 P3,P4,P5). Remaining books are to be placed into the box of the day for quarantine during 1 week.
- 8) When all the class is ready, students come 1 by 1 to the loan desk, each student give his/her name(if it is a L2) or his/her bookmark (if it's a L1). Then, the student give to the librarian books he/she wants to borrow. The librarian do the loan, keep the bookmark and close the loan for the class when all students are done. The list of borrowed books is sent to teachers by mail. The class returns by the same door.
- 9) For animation, contact **both** Sunita (sunita.maja@eursc.eu) **and** Annick (annick.tasiaux@eursc.eu) to ask for a reading time. The number of library is 740.
- 10) Every day, we sanitize books that were placed in quarantine the week before.
- 11) Books of Documentation Center are available specifically to teachers. Teachers can search into blue shelves (entrance of the library) while they are coming with the class. Every book touched and not borrowed must be placed into the quarantine box of the current day.
- 12) Every adult in the library will wear masks, sanitize regularly hands and stay at 1,5 meter from any person.
- 13) Will be forbidden till further notice :
 - loan passing from one student to another the same day,
 - loan in another group of language than the one for which students are in the library,
 - secondary students,
 - donation,
 - Library Lunch Hour,
 - help from P5 students.

Thanks for your understanding,
Maternal and Primary Library Team