
Marian College ILC

- Access** Enter and leave using the security gates. The far exit from the Computer Pod to the corridor is a Fire Exit for emergencies only. School bags are left in the lockers outside.
- Borrowing:** Hand your CanDo card to ILC staff.
Books are issued for **two weeks**.
You must not have more than **five** books out at one time.
Vertical File material and magazines may be borrowed for **one week**.
You may borrow over the holidays during the school year. Reference books must not be taken out of the ILC. Keep your CanDo card in a safe place.
- Returns:** Place resources in the Returns slot on the front desk. There is an after-hours returns box near the main entrance. Return resources promptly; they are provided for the whole school.
- Renewals:** If you have not finished reading a book when the two-week limit has expired, see ILC staff for a further renewal.
Do not pass a book onto a friend. If a book goes missing, the person whose name is last on our records is responsible for its replacement.
- Overdues:** Students with overdues are not permitted to borrow further resources until overdues are returned. Replacement costs for books not returned are:
\$15.00 for fiction
\$20.00 for seniors' fiction
\$30.00 for non-fiction
Please be considerate of others and return all ILC resources promptly.
- Reserves:** Popular resources for assignments are likely to be placed on reserve, so that all students have equal access.
These books are to be used in the ILC, not taken out.
- Requests:** Complete a yellow request slip (on the front desk) and hand to ILC staff.
- Permission Slips:** Students visiting the ILC without a teacher during class time must hand to ILC staff their yellow permission slip. The completed slip is returned to the students, who give it to their teacher in class.
- Information Technology:**
For students we have OPAC terminals with the following services:
- Alice For Windows computer catalogue – books' magazines, Vertical File, CD-ROMs
 - Internet and e-mail for those who have returned permission slips signed by parents or caregivers
 - CD-ROMs
 - Microsoft Word
- Our information technology should be used primarily for curriculum-related searches and activities. The rights and obligations of the privilege of using e-mail and/or Internet apply.

Photocopying & Printing:

20c for a single-sided A4 sheet

30c for a backed A4 sheet

30c for a single-sided A3 sheet

40c a sheet, 20c to copy overhead transparencies

Colour printing is available and is charged to students' IT accounts.

Behaviour in the ILC & the Year 13 Study:

Please consider others and keep the ILC a pleasant and welcoming place. The ILC is a quiet place for individual study, research and/or reading. No eating or drinking is allowed. You will be asked to leave if you have food and drinks, and if you are disruptive and inconsiderate to others..

Before Leaving the ILC & the Year 13 Study:

Return resources to the Returns slot, or have them issued. Leave chairs and tables tidy, with rubbish in the bins. Collect your yellow permission slip from the ILC staff. Take all your belongings with you.

We hope that you enjoy and make full use of our resources. Using the ILC well will make your studies easier and more rewarding.

We welcome any constructive suggestions.

Please ask for help if you have problems finding information.

Our ILC cannot cater for all your needs and tastes.

Join a Public Library too!!