

Essentials: Contacts, Opening Times, Policies

STAFF

Library Coordinator YCIS Pudong- Ms Laura Yao.
lauray@sh.ycef.com

Regency Park ECE Librarian- Ms Irene Xie
irene.xie@sh.ycef.com

Regency Park Librarian Administrative Assistant- Ms Vicky Ji
vicky.ji@sh.ycef.com

Teacher Librarian (Primary)- Ms Tania Jordan
tania.jordan@sh.ycef.com

Teacher Librarian (Secondary)- Ms Melissia McGraw
melissia.mcgraw@sh.ycef.com

ONLINE CATALOGUE

<http://210.22.136.91:82/>

OPENING HOURS

7:30am - 4:30pm

Students can exchange books during breaks, before and after school (in addition to their weekly library time with their class). Parents are welcome to come in anytime through the day. There is space available to read and do homework with your child after school at both campuses.

BORROWING POLICIES

Books can be borrowed for two weeks, but can be renewed with the librarian over the phone, via email or in person for an additional two weeks.

- **ECE Students- 1 book for students & 3 books for parents**
- **Primary Students- 2 books for Y1-3, 3 books for Y4-6 & 3 books for all parents**
- **Secondary Students-Unlimited for students and parents**

Notices; Replacing Lost Books

A notice for overdue books is given to students during their weekly library time as a reminder only (it is not a fine!). If books are lost, please contact the relevant librarian by email, phone or in person to be given a form to be paid at Accounts. The receipt should be then brought to the library desk so the library account can be cleared. If a book that has been paid for is found, please bring the receipt and the book back to the library desk to receive a refund.

Our Libraries Aim To Support Your Child's Learning

Each of our libraries appreciates feedback and is more than happy to help your child find stimulating books. Our aim is to encourage children to read outside the

classroom in order to support their learning inside the classroom. For questions about Primary and ECE resources in particular, please contact Ms Tania Jordan, tania.jordan@sh.ycef.com