



School Year 2021-2022
German School of Connecticut
Stamford
Library Information and Policy
Lesen macht das Leben bunter.

Library information is posted on www.germanschoolct.org/library

Location of the library

Walk past the registration desk down the hallway. The library is located on the left, just before the second hallway. The *Kinderecke* (children's corner) is next to the library.

Opening hours

- The library is open on Saturday mornings on GSC school days, including during *Pause*.
- Check-out hours may vary and are announced in the weekly GSC newsletter.
- Sign up for the GSC e-newsletter: <http://germanschoolct.org/stamford-news-emails>

Coronavirus (COVID-19) guidelines

- The library is located in a small windowless room.
- A maximum of three persons, including volunteers, are permitted inside the library at any one time.
- Visitors of all ages are requested to wear their masks at all times.

Kinderecke

- The *Kinderecke* is open on Saturday mornings on GSC school days.
- Children must be accompanied by a parent/ guardian. No drop-offs.
- Please observe all COVID-19 guidelines.
- **Spaß in der Kinderecke!** The library's reading and crafts program is suspended but may resume once COVID-19 conditions allow.

Büchereimarkt

- The *Büchereimarkt* (library market place) is available on most Saturdays with German language books, CDs, DVDs, and games.
- No set prices. Items may be taken for free or for any donated amount.
- Proceeds benefit the GSC library and the School overall.

Library patrons

- Materials may be borrowed by enrolled students of all ages/ levels, and their parents/ guardians; GSC teachers, teaching assistants; and GSC private students.



Library cards

- Patrons are issued a library card with a matching key tag.
- Cards are valid for the duration of the patron's affiliation with GSC.
- Library cards are issued free of charge. Lost card replacement fee is \$5.

Lending policy

- Patrons receive automated reminders two days prior to an item's due date.

Please adjust your **spam settings** to ensure receipt of the library's reminder notices:
noreply@mlasolutions.com

Subject: Courtesy Notice from the Library of the German School of Connecticut

- Items may be borrowed for two (2) weeks and renewed once for two (2) more weeks.
- Renewals at the library or by emailing library@germanschoolct.org
- Library books may not be kept over the summer break.
- Home delivery/ pick-up may be arranged in case of illness or emergency.

Return of borrowed materials

- Return bins are located at the front desk and at the library.
- Materials may also be returned by mail to: *German School of Connecticut/ Library
P.O. Box 3104
Stamford, CT 06905*

Late fees

- Late fees are 50 cents per item (one-time fee).
- Late fees are cancelled for library volunteers on the day of volunteering.
- Late fees have been cancelled for materials borrowed during 2019-2020 and 2020-2021.

Lost or damaged library items

- A replacement fee is charged for lost or irreparably damaged items.
- If a lost item is found during the same school year, the replacement fee will be reimbursed upon return of that item.

School materials

- Borrowed school materials (text books) remain with the student for the the school year.
- Returns of school materials are coordinated by teachers at the end of the school year.
- School materials may be kept over the summer break if arranged in advance.

Patron visits

- Class visits are arranged by teachers, in accordance with COVID-19 guidelines.
- Students are invited to visit the library on their own and check out materials.
- Right before or after *Pause* is a perfect time to visit the library.

Donations

- Due to space and staff limitations, donations are only accepted during donation drives, normally during the second and fourth quarters of the calendar year.
- Please consider donating gently used German materials to your public library to help build up your local library's German-language inventory.

audioDeutsch[©]

- German learners of all ages are encouraged to check out CDs for listening in the car, e.g. while commuting or transporting children to activities. Listening to German audio books, stories or music is a great way to practice language skills.
- Online resources: please refer to www.germanschoolct.org/library

Volunteering

- Volunteering at the library: https://germanschoolct.org/volunteer_signup/

Contact the GSC library library@germanschoolct.org (*library manager: Sabine Schweizer*)