STEM SCHOOL
VIDYA NAGAR - GUNTUR

CIRCULAR

June 30, 2026

Subject: Library Book- issues and Returns-Reg.

Dear Parents,

To encourage a love for reading and help students explore new ideas, the school will begin issuing library books to students from **July 1, 2026**. Books will be issued to students during their regular library period.

Students may return their borrowed library books from **Monday to Saturday** between **12:45 p.m.** and **1:30 p.m.**

Library Rules

- Students are expected to maintain **complete silence** while in the library.
- Our library follows an **open-access system**. Students are requested to handle books with care and place them back on the correct shelves after use, with the guidance of the librarian if needed.
- Personal books and belongings should not be brought into the library.

Book Issue & Return Policy

- Library books will be issued to students from **Classes III to VIII**.
- Each student may borrow **one book at a time** for a period of **one week**.
- A new book will be issued only after the previously borrowed book has been returned.
- **Reference books** are for use within the library only and cannot be borrowed.
- Books marked disfigured or damaged, will have to be replaced by the borrower or a payment of 50% in excess of the cost of the book is to be made.
- A late fee of **₹5 per book per day** will be charged for books returned after the due date.
- Any student found deliberately damaging or defacing library books may lose library borrowing privileges for the remainder of the academic year.

We sincerely encourage parents to nurture the habit of reading at home.

Best Regards,
STEM School.