Rules of Institut Florimont's CDI (library and learning centre)

The CDI is a library, resources and study area for secondary pupils (Middle School and Diplomas), teachers and all Institut Florimont staff.

The purpose of the CDI is to:
- provide a wide range of fiction and non-fiction material
- encourage pupils to develop independence, curiosity and critical thinking
- introduce pupils to library facilities and document research
- promote reading

The library has a huge collection of French and English titles, including non-fiction and reference books, novels, comic books, graphic novels and magazines. It also has a small selection of novels in German, Italian and Spanish.

The CDI's learning materials are also available online.

The catalogue of all titles in the CDI can be viewed online:
http://bibliosecondaire.florimont.ch

The CDI hosts events and offers class visits throughout the year, as well as exhibitions to show and highlight our collection, and to support specific programmes and projects.

You can email library staff at:
cdibibliosecondaire@florimont.ch

OPENING TIMES
The CDI is open from Monday to Friday, 8:30 am to 2pm.

LOANS

Students may borrow up to 5 items simultaneously. The loan period is 15 days for all materials. Novels and nonfiction books can be renewed. However, renewals are not allowed for comics and manga.
All students are allowed to borrow from the library starting from their first day of classes. They can either present their student ID card or give their name to the librarians.

RESERVATIONS
Books can be reserved. Requests must be made at the loan desk. As soon as the book becomes available, it wil be placed on the reserved items shelf behind the circulation desk. If it is not collected within 10 days, it will be returned to the library collection.

BOOK REQUESTS
Students may suggest items for purchase to the librarians.

OVERDUE FINES AND LOST ITEMS

Students are responsible for all items they borrow.
They must return books within the indicated loan period (or request a renewal) and take care of all materials. It is forbidden to write in books or fold page corners.
Parents automatically receive an email reminder before the due date of any items currently on loan.

If applicable, they will also receive overdue notices and/or an invoice.
In the event that an item is lost or damaged, this must be reported to the CDI (Library & Information Centre) immediately. The replacement cost of the item will be charged to the parents, together with an additional administrative fee of CHF 10.

In agreement with the librarians, parents may also choose to purchase a replacement copy themselves to replace the lost or damaged item.

If an item remains overdue for more than 28 days and there has been no communication from the student and/or their parents, the CDI reserves the right to invoice the borrowed items at the end of the current term.

BEHAVIOUR AND USE OF THE IPAD

As the CDI is a learning space within Institut Florimont, both the school's General Regulations and its Digital Use Policy apply at all times.
The CDI is intended to provide a calm and studious environment where everyone can work in peace.

To ensure that all users can enjoy this shared space, students are expected to follow these basic rules:

- Walk calmly; running is not permitted.
- Speak quietly, even during group work.
- Show respect towards other students and the librarians.
- Tidy your workspace before leaving and place any consulted documents on the designated trolleys.

To help keep the CDI clean and preserve its collections, eating and drinking are not permitted.
Failure to comply with these rules may result in disciplinary measures, including exclusion from the CDI for up to 15 days.

STUDY SESSIONS IN THE CDI

Students enrolled in supervised study sessions may choose to complete one study session per week in the CDI.

To do so, they must register with the Student Life Office on the morning of the day they wish to study in the CDI.