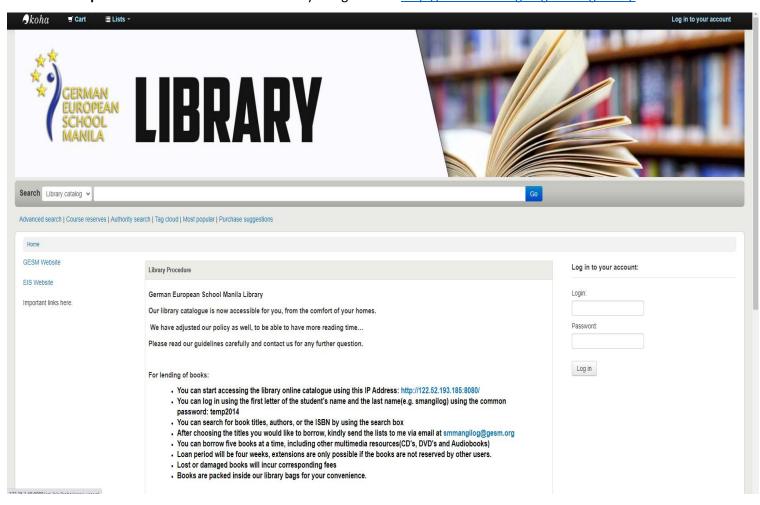
German European School Manila Library

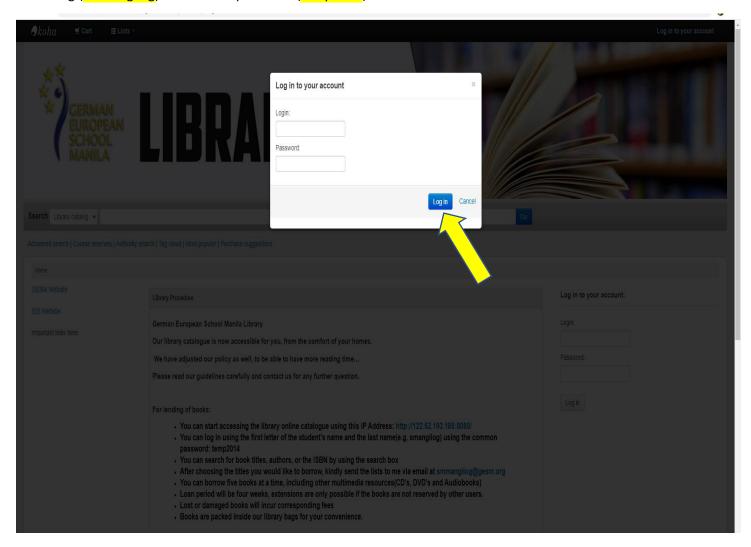
We would like to inform you that our library services are still open despite of the pandemic.

You can still borrow books virtually using the procedures below:

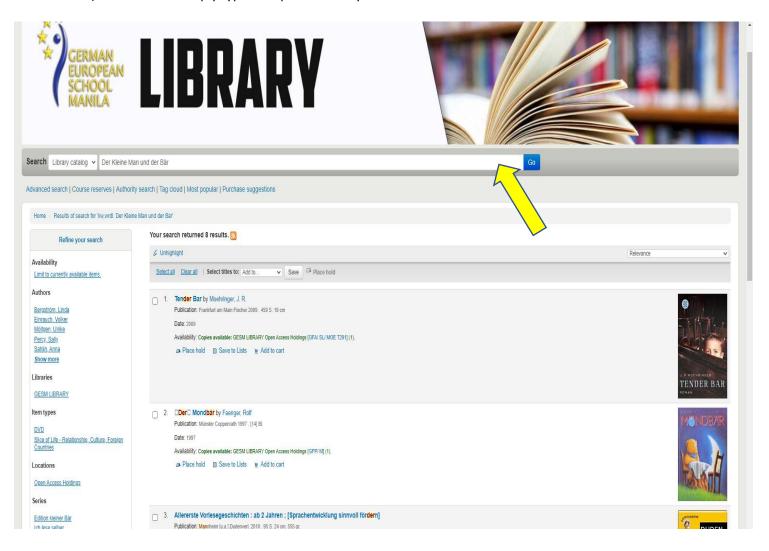
Step 1: You can access our online library using this link http://onlinecatalogue.gesm.org:8080/



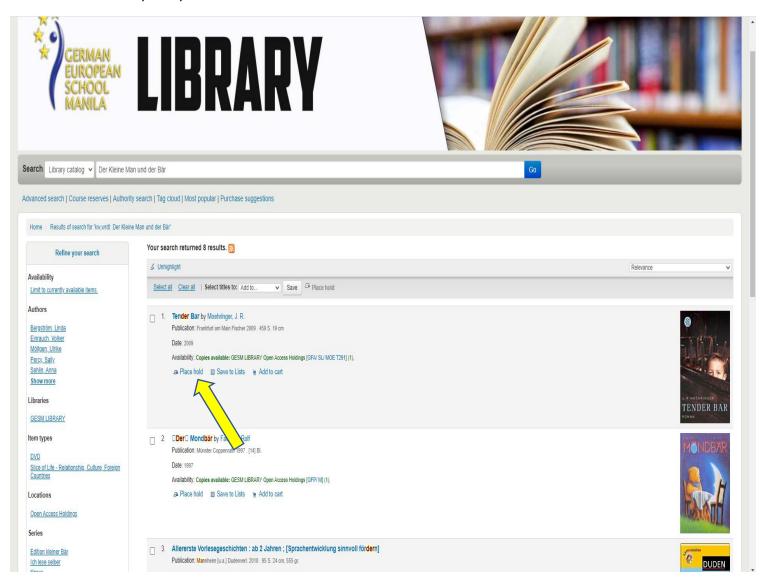
Step 2: Log in to your account using the first letter of your name and your full last name e.g.(smmangilog) and use the password (temp2014).



Step 3: Simply search the catalogue using key words relevant to your desired item (title, author, subject etc.). You can also simply type the specific book you would like to borrow in the search box.



Step 4: Please click the "place hold button" under the title of the book you would like to borrow. It will automatically notify the librarian.



Other helpful information:

For borrowing of books:

- You can borrow five books at a time, including other multimedia resources (CD's, DVD's and Audiobooks)
- Loan period is four weeks, extensions are only possible if the books are not reserved by other users
- Lost or damaged books will incur corresponding fees.
- Books are packed inside our library bags for your convenience.

For returning of books:

- When you receive a delivery from the school, you can hand the books to our staff inside the library bag.
- You can also return it by carrier if you agree to shoulder the expense.
- Collection points: with the help of your parent's representatives, we will set up collection points.
- Please do make use of our library bags to return all the books.
- Please remind our children to handle books with care.
- All books will be stored for more than 48 hours and will be properly sanitized (UV light) before sending out again.

If you have any further questions, comments or ideas please do not hesitate to contact me via email smmangilog@gesm.org.

Thank you!

Ms. Sofia

School Librarian