What’s in the Library

We have a collection of 21,545 items including:

- Fiction books (Gr. 4-12)
- Nonfiction books (Gr. 4-12)
- eBooks (Fiction and Non-fiction)
- Picture books
- K-3 Nonfiction books
- Beginner Readers books
- Chapter books
- Graphic novels
- Books in languages other than English and Danish
- Audiobooks
- Videos
- Electronic resources
- Magazines
- Newspapers

The CIS Library exists to serve its community: students, staff and parents. Our aim is to foster the development of life-long learning and a love of reading. It also functions as a center of intellectual and cultural life, providing resources and activities for pleasure and learning.

Our facilities include:

- The Middle School Library (MS Library) on the C floor of the Main building in Hellerup (Grades 4 to 8)
- The Primary School Library (PS Library) in the basement of the Early Years building in Hellerup (Grades Pre-K to 3)
- The High School Library (HS Library) located on the F floor in City Campus (Grades 9 to 12)

The library is open 24/7 through our Website providing access to our catalog, Research Guide and subject specific Pathfinders. The library facilities are open Monday through Friday:

- PS library—8:15 to 15:15
- MS Library—8:00 to 16:30
- HS Library—8:30 to 16:00
Our Rules

Help make the library a great place to be!

- Respect others by not being too loud
- Food makes a mess—please leave food outside the library
- Library staff is here to help—Ask us for advice

Borrowing from the library

Students: 6 items for 30 days
Teachers: 60 items for 60 days
Parents: 6 items for 30 days

Overdue Books/Materials
If you have an overdue book/material, no other book/material can be checked out before the overdue item is returned to the library. We don’t charge fines.

Renewing Books/Materials
Books can be renewed up to 3 times, unless there is a waiting list for the book. In this case, the book cannot be renewed.

Reserving Books
Only one book can be reserved at a time. The reserved book will be on the Reserve shelf for 8 days.

Lost Books/Materials
In the event that you lose or damage a book or material, a fine of 250 DKK will be issued to replace it, if the publisher’s price plus shipping and handling is not located. You may also purchase the same book/material and give it to the library.

Book Donations
CIS Library welcomes book donations. The donations will be added to our collection if it is relevant to our library program needs. Donations not added to our collection will be placed on our ‘free books’ shelf or donated to charity programs.

Volunteers
Parent volunteers are an invaluable group in our library, and we need your help. The work involves shelf-reading, shelving books, processing books, making displays and helping students. No previous experience necessary.

If you are interested, please contact the library staff!

Students are expected to be engaged in individual or group study, classroom work, homework, or recreational reading when using the library.

Primary School students must be accompanied by an adult during and after school hours.

We’re here to help you!

Urania Beyer
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Anu Chander
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Middle School Library
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Marie Barholm-Hansen
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Primary School Library
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We offer many online resources on the library website. Here are some of them:

**CIS Library Research Guide and Pathfinders** — instruction on the research process, bibliography and citation, and relevant online resources for specific topics and assignments put together by the librarian.

**EBSCO** — access to journal and magazine articles, primary source documents, images and videos in all subjects.

**WorldBook** — online encyclopedia, e-books, timelines, Early World of Learning, images and primary source documents.

**JSTOR** — access to academic journals and e-books (high school and university level).

**Ordbogen** — Danish-English/English-Danish online dictionary.

**TumbleBooks** — Audiobooks collection for Primary and Middle School students.

Passwords to access these resources from home can be found on:
Student/Teacher /Parent Portal→Resources→Library Information folder

Contact the library staff for help.

Visit our website @ www.cis.dk/Academics/Library

To search the library catalog, click on Catalog on the library website, and then on CIS Library Catalog. There you can search for books, ebooks, selected websites and articles.

To find lists of recommended books, new books, and books related to class topics, click on Resource Lists located on the sidebar of the catalog, then click on the Public Lists tab.

Read e-Books on Follett Shelf using Brytewave app. Scan the QR code to download Brytewave on your phone or tablet.