Library Loans Policy

The school library has been operating now since April 2009. We have had a wonderful response from your children. Below is the School’s Library Loans Policy. Please read through this policy and sign, detach and return the agreement slip below to the School Reception.

Hours

Monday to Friday, 8.10am to 4.00pm but closed at recess.

Borrowing Limits

Pre Primary – One picture book.
Year 1 to Year 6 – Two books per student.
Year 7 and above – Four books per student.

All classes from Pre Primary to Year 7 are booked in for a library period once a week and high school classes fortnightly.

Loan Periods

Non-fiction items may be borrowed overnight but must be returned by 8.30am the following day.

Fiction texts may be borrowed for one week.

All items may be renewed by taking them to the loans desk, unless a reservation has been placed on them.

Loans Procedure

When the student has selected their library item/s that they wish to borrow, they are required to take them to the loan desk. The Library Officer will then ask the student their full name and the item will then be scanned electronically onto the student’s library record. An item may be taken out on loan before school, lunch time, during their library period or after school.
Library Returns

The student is required to place their returned library items in the library returns trolley. During library period this procedure takes place under the Teacher’s supervision. The returns trolley is emptied regularly throughout the day.

Overdue, Lost or Damaged Items

1. If a student with an overdue library item presents to the loans desk, they are informed that they have an item overdue. Until these items are returned to the library your child will be unable to borrow any other items.

2. Overdue statements are sent out to their classes weekly.

3. Once an item is more then one week overdue a second overdue notice will be sent to the student’s class and a ‘library overdue’ stamp will also be placed in the student's diary stating how many days/weeks the item is overdue.

4. If an item still remains overdue after two weeks, then an overdue letter will be sent home informing parents that if the book is not returned within seven days, an invoice to cover the replacement cost will be sent.

5. If after three weeks the item is still not returned, the library will send out an invoice. The invoice will be payable within seven days.

6. If after four weeks the book is not returned and the invoice for the cost remains unsettled, the library will inform the Finance Office and the cost of replacing the book will be added to the family account.

All lost and damaged items will be charged through the library at a replacement cost. A full refund will be issued if the item is found and returned in good condition.

P W Martin
Principal
27 May 2009

Implemented: 27 May 2009
Due for Review: July 2010
Family Agreement to Peter Carnley Anglican Community School Library Loans Policy

We have read and understand the Peter Carnley Anglican Community School Library Loans Policy and agree to abide by the terms and conditions set out within that policy. We agree that the decision of the Library with respect to this policy is binding and final.

__________________________________  ________________________________
Parent Signature and Name  Student Signature and Name

Date: ____________________  Date: ______________ ______