

OVERDUE AND LOST OR DAMAGED LIBRARY BOOKS POLICY FOR STUDENTS

Rationale:

Providing students with books is a major way that the WSC library enriches the curriculum. Students are encouraged to read for personal enjoyment and this in turn enables them to learn organisational skills and responsibility.

Aim:

It is expected that students return checked out items on or before the date they are due. If books are needed for a longer period of time, it is recommended that students request a renewal. The regular returning of books is essential so that the library can maintain the widest selection of books available for loan.

Overdue Notices:

- Overdue Notices are sent to the Home Group teacher fortnightly. Students are not permitted to borrow books whilst they have books overdue.
- Parents / guardians are contacted by email or phone advising them of the overdue book/s.
- Students are contacted via the schools' portal advising them of the overdue book/s.
- If after 3 months the item is still not returned parents / guardians are contacted by email / phone advising them that the replacement cost of the book/s will be added to their account if not returned within 7 days.

Cost Recovery / Fine Structure:

All overdue, lost and damaged items will be charged through the library and payable at the school office at a replacement cost. This charge will be a minimum of \$15 or higher if applicable.

If the item is found, the borrower may keep the item if a fine has been paid. No refunds will be given, as it is likely that the Librarian has had to purchase another copy.

Alternatively, an identical replacement copy can be purchased by the borrower / parent / guardian instead of paying the fine and the original item kept by the borrower.

Fines will remain on the family account for the duration of the student's time at WSC until the matter is resolved. Invoices are sent out at the end of each Term by the Office.

Students are permitted to borrow again once their library account is cleared.

Borrowers should not lend books to others. The original borrower will be responsible for payment if the book is overdue / lost / damaged.

This policy was ratified by the Wallan Secondary College Council on...

12 May 2015

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.