

## OVERDUE AND LOST OR DAMAGED LIBRARY BOOKS POLICY FOR STUDENTS

<b>Purpose:</b>	By providing students with library books and textbooks Peregian Beach College enriches the curriculum. Students are encouraged to read for personal enjoyment and studying, and this in turn enables them to learn organisational skills and responsibility.	
<b>Aim:</b>	It is expected that students return borrowed books/textbooks on or before the date they are due. If books are needed for a longer period, 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.	
<b>Status:</b>	Approved	<b>Supersedes:</b> N/A
<b>Authorised by:</b>	Peregian Beach College Board Chair	<b>Date of Authorisation:</b> 1 Jan 2024
<b>Review Date:</b>	Review every 2 years	<b>Next Review Date:</b> 1 Jan 2026
<b>Policy Owner:</b>	Peregian Beach College Board	

A library is responsible for the management of resources. Junior Teachers are responsible for class sessions which should occur on a weekly basis. Children are encouraged to borrow library books which may be taken home to read.

When books are borrowed from the library, a scanner needs to be passed over the book's barcode to record the withdrawal. Students (Prep – Year 6) should borrow no more than two books at any one time. It is mandatory that Prep – Year 6 students bring a library bag in which to protect library books. Senior student textbooks can be borrowed for the period deemed necessary by their subject teacher.

### Overdue Notices

- Prep – Year 6 Overdue Notices are sent to the Class Teacher fortnightly. Students are not permitted to borrow books whilst they have books overdue.
- Junior school student's parents/guardians are contacted by email advising them of the overdue book/s.
- Senior school students are contacted by email advising the of the overdue book/s.
- If after three months the item is still not returned parents/guardians are contacted by email 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 a replacement costs. 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 PBC until the matter is resolved.

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.