



## OVERDUE AND LOST OR DAMAGED LIBRARY BOOKS POLICY

### Rationale

Wheeler's Hill Primary School's library is the central location for literature resources. Providing students with books is a major way that the Wheeler's Hill Primary School library enriches the curriculum. Students are encouraged to read for personal enjoyment and this in turn, enables them to learn organisational skills and responsibility.

### 1. Guidelines

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

### 2. Implementation

- 2.1. Overdue notices are sent home weekly
- 2.2. Students are not permitted to borrow books if books are two weeks overdue
- 2.3. Parents/ guardians are contacted by email advising them of overdue books. If after one month the item is still not returned parents/ guardians are contacted by email advising them that there will be a charge to replace the book. This cost will be determined on the value of the book as per the purchase price. Alternatively, an identical replacement copy can be purchased by the borrower/ parent/ guardian instead of paying the cost to the school
- 2.4. All overdue, lost or damaged items will be charged by the office on notification from the Library and payable at the school office.

### 3. Evaluations

3.1 The Education Sub Committee will review the effectiveness of the Overdue and Lost or Damaged Library Book policy on a cyclical bases in accordance with DET guidelines

### Related policies and guides

<b>Policy Area</b> School operations	<b>Ratified by School Council</b> June 2020	<b>Next Review</b> 2024
---	--	----------------------------