

LIBRARY AND TEXTBOOK RESOURCE INFORMATION

Secondary library fiction and nonfiction loans:

The library loan period for secondary students is two weeks. A due date slip is provided at the time of borrowing as a reminder to return or renew books on time. Should any book be required for longer, students should bring the item to the library front desk, preferably on or before the due date, where library staff may renew the loan.

Secondary textbooks:

Faculty textbooks, including English novels, are loaned against student names from the library for a longer period of time for use throughout the term/year. Occasionally teachers may request a 'class set' of textbooks from the library and record the student's name against a textbook list. Faculties may also have a store of textbooks and issue books directly to secondary students in-class.

To ensure textbook access from the library, students with current loans are required to return any textbook they are no longer using. To extend the due date, students may bring textbooks to the library front desk where library staff may renew the loan. **Importantly**, a textbook loaned from the library against a student's name may be stored in the class room by the subject teacher. **However, the textbook remains the responsibility of the student who must return the same book that was loaned to them. Therefore, it is recommended that students record or take a photo of the barcode on the back of each textbook borrowed from the library, to ensure students are returning the actual book loaned to them, in order to have it taken off their name.**

Primary library loans:

The library loan period for Primary students is one week. Primary students must return their book/s prior to or during their next weekly lesson. **Please ensure your primary student has a library bag to enable them to borrow.*

Overdue book notices:

Students are reminded of overdue books regularly throughout the term/year via their school email account 'Overdue Notices'. Please remind your child/ren **to return overdue books** as per their email notices?

****Printed notices for overdue books are no longer provided.***

Lost or damaged books:

Students are responsible for the books they borrow and due care must be taken, however accidents do occur. If a borrowed library or textbook is unable to be returned, please contact:

Secondary Resources	Mrs Taylor	Library 4356-2888
Primary Resources	Ms Ryder	Library 4356-2888

Please replace or pay for books that are unable to be returned at the school administration office. A copy of the receipt will then be provided to the library to advise of student payment and the book removed from the students' name. Thank you. Mrs T Taylor – Teacher Librarian.