

## STUDENT BORROWING PROCEDURES

All students are encouraged to regularly borrow books from the Library. All year levels have at least a weekly borrowing time of 15 minutes. The Library is also open each day before school from 8:30 to 8:50 am, after school from 3:00 till 3:15 pm and at second break from 1:30 to 1:45 pm (Monday – Thursday) for student borrowing.

- Students must have a school library bag or plastic Slimpick wallet when borrowing to assist with book protection. (Plastic shopping bags or bags with large openings that can not be secured are not acceptable as Library bags)
- Books borrowed can be kept for 2 weeks before they must be returned or renewed.
- Students in different year levels can borrow different number of books and from different areas see below.

Year Level	Areas for borrowing	Number of books
Prep	Junior Fiction only	1
Year 1	Junior Fiction & Non Fiction	1
Year 2/3	Junior Fiction/ Non Fiction/ Short Fiction (Students with a Fiction License –Fiction)	2 (1 Fiction & 1 Non fiction)
Year 4 – 7	Junior Fiction/ Non Fiction/ Short Fiction/ Fiction	3 (2 Fiction & 1 Non Fiction)

Students who have obtained a Gold Card may borrow 1 extra book.

### Overdue / Lost Books

Books that are held by a student for more than two weeks without being renewed are recorded as overdue. Students who have an overdue book will be unable to borrow further items from the Library until that book is returned.

If the book is lost it is the **student's responsibility** to organise a phone call or a note from their carer to the Library explaining that the book is lost. The Library will then issue a bill with the cost of replacement of the book. Student borrowing privileges will be reinstated once contact from the child's carer has been received.

### Damaged Books

If a student returns a Book that is damaged and unable to be repaired a bill for the cost of replacement of the item will be issued.