

## Staines Memorial College – Loans Policy and Procedure

### Context

Staines Memorial College actively seeks to provide and engage students in learning through the provision of a well-resourced library and resource centre. It operates to provide the Staines community with access to quality loan materials, including library books, textbooks, novels, literary texts, home readers, instruments, and film/tv equipment.

### Policy Statement

This policy seeks to ensure students have access to quality resources and take responsibility for their care and timely return.

### Loan Responsibilities

Through embedding the College values, students are encouraged to employ responsibility, and to be good stewards of the resources afforded to them. By loaning resources from the library, students, and their parent/caregiver, agree to:

- Take all reasonable steps to care for the books/resources loaned.
- Ensure all books/resources are returned promptly on, or before the due date.
- Notify Library staff if a book/resource is lost, damaged or unable to be returned by the due date.
- Pay the replacement cost for any books/resources that are lost, damaged, or unreturned.

### Library Procedures

#### Borrowing Library Books

At Staines Memorial College we believe that regular reading of quality books is integral to literacy development. All students are encouraged to borrow from the College Library during lunchtimes. Students are supported to borrow age and content appropriate books.

#### Loan Allowance

Year Level	Library Book Loan Allowance	Loan Period
Year 3 – Year 6	2 Library Books	7 Days
Year 7 – Year 12	4 Library Books	14 Days

#### Returning Library Books

To ensure books are cared for and available to students on an ongoing basis:

- Students are to return their library books on or before the due date.
- Books are to be returned to the 'Returns' container on the library counter, or their Primary classroom library book collection container.
- Books should be returned in the same condition in which they were borrowed.

## Resource Procedures

### Allocation of Textbooks

1. Textbooks will be allocated to the students for the Class Teacher to distribute.
2. Students ensure their name is written on the slip located on the inside of the front cover. Books are not to be written on or marked in any other way.
3. Students are expected to maintain Textbooks at a similar standard to when issued. Fair wear and tear is expected, but damage, soiled or wet books may incur a charge to cover the cost of replacement.
4. Students must ensure they do not swap books. If a student returns a text that is not on loan to them, they remain responsible for the book loaned out in their name.
5. Students should ensure that their book is securely stored in their bag or at home when not in use.

### Returning Textbooks

1. Students are responsible for returning all books that are borrowed out in their name on or before the due date.
2. Students will be notified of their text return dates via their pastoral care or subject teacher. These dates fall in alignment with the end of exams and assessments.
3. When returned, texts are checked and made ready for the next hire period.
4. All text hire books must be returned to the Library prior to a student leaving the College.
5. Students must personally return all texts borrowed out in their name.
6. Students are responsible for the loss or damage of any text left a classroom.
7. Year 12 students must return textbooks after they have finished the final exam for each subject.
8. Students will not receive textbooks or novels for future classes until overdue texts are returned.

## Overdue Loans Procedures

A procedure for overdue library books, textbooks and other resources is in place to minimise impacts on the learning of other students who are awaiting the unreturned resource.

### Overdue Library Books

1 day after the due date	'Unreturned Library Book' notice is emailed to parent/guardian.	No further borrowing permitted until the book is returned.
7 days after the due date	'Overdue Library Book' notice is emailed to parent/guardian.	
14 days after the due date	Phone call to parent/guardian to discuss the circumstances of overdue book.	An invoice may be issued if the matter remains unresolved.
21 days after the due date	Invoice issued for the overdue library book.	Invoice issued via the Fees department. Once the book has been returned or invoice is paid, student borrowing is reinstated.

### Overdue Textbooks

Students and Parents/Caregivers are provided with advance notice of due dates to return resources. Secondary students are additionally informed of text hire events via their Pastoral Care teachers ahead of time.

1 day after the due date	An 'Overdue Notice' is emailed to parent/guardian. Teachers informed to help facilitate the returns process.
7 days after the due date	A second 'Overdue Notice' will be emailed, warning that the resource must be returned to avoid charges. Teachers informed to help facilitate the returns process.
14 days after the due date	If the resource is not returned within 14 days, a 'Resource Invoice' will be emailed and parents/caregivers will receive correspondence from the Fees Department for payment.

### Overdue Home Readers

Home Readers are lent to students through their classroom Teacher. At the end of each year, a stock take of Home Readers is conducted, and parents/guardians are contacted to return any outstanding items. Invoices may be applied if resources are not returned.

### Overdue Resources

Other resources available for loan via the College include:

- Computer Equipment (Managed by IT).
- Musical Instruments (Managed by the Arts Academy)
- Media Equipment (Managed by the Arts Coordinator)

In the case of overdue resources, the applicable department will be in contact regarding the return of resources. Invoices may be applied if resources are not returned.

### Loss or Damages to Resources

Students are responsible for making every effort to locate lost resources, and to protect resources from damage. Damage is considered to include but not be limited to dirt, mould, stains, ink, torn pages or covers, bent pages or covers, damage to book spines, water damage, defacement of images or written text, and excessively crumpled book edges. Fair wear and tear over time does not constitute damage.

In the case of loss or damage to a resource, students or their parent/guardian should notify the appropriate department or teacher as soon as practicable. Depending on the circumstance, a fee may be charged to contribute to the cost of replacement. Where a resource is lost, the applicable Overdue Loans procedure will be implemented.