

## Library Borrowing Policy and Process (Revised October 2019)

### Policy

1. When borrowing items students must present their ID card
2. Students are responsible for returning the item(s) that were originally lent to them
3. Students who have been barred from the Library System can only borrow items that are essential curriculum needs (e.g. text books)
4. Students must have returned/paid for all library items by the end of year 12 to be eligible for a formal ticket, or have negotiated an alternative with the Business Manager

### Process

The following overdue process is largely generated through Spydus, our joint-use library system managed externally by TAFE.

1. **3 days before the item is due** a reminder email is generated automatically through Spydus and sent to parents asking for the item to be returned or extended
2. **1 week after the item is overdue** an email generated automatically through Spydus is sent to parents asking that the item be returned/extended and explaining that they will be barred from borrowing and charged for the item if action is not taken
3. **2 weeks after the item is overdue** a letter is generated automatically by Spydus and posted to parents by Library staff. This letter contains:
  - The item details and cost of replacement
  - Another reminder that borrowing privileged may be suspended if no action is taken

This is not an invoice from the school. The item is considered 'long overdue'. Students can still borrow

4. **42 days after the item is overdue** Spydus will automatically suspend borrowing privileges and bar the student from the system. The item is now considered 'lost'. Students can only borrow items that are essential curriculum needs (e.g. textbooks)
5. **In week 2 of each term** a lost item report will be generated, organised by homegroup. This list will be distributed to the relevant home group teachers who will supervise a locker/bag search for Library items.
6. **In week 3 of each term** a final Lost Item report, organised alphabetically, will be generated for the previous term and given to the Business Manager. Parents will be issued an invoice for lost items.
7. Barred students can no longer borrow anything from the Library unless the item is an essential curriculum need (e.g. textbooks)
8. Barred students are unable to borrow non-curriculum items (e.g. show/sports uniforms) until they have:
  - Returned the lost item
  - Paid for all/part of the lost item
  - Negotiated another alternative with the Business Manager
9. Year 12 students need to return/pay for all library items and have the school clearance form signed by a school Library staff member before they will be issued with their formal ticket