



STUDENT LIBRARY CIRCULATION AND OVERDUE LOANS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Brookside P-9 College on (03) 7379-1555.

PURPOSE

To outline to the Brookside P-9 College community the procedures the library has in place regarding the borrowing and returning of books, including in the instance of overdue loans, lost books, and books damaged before return.

SCOPE

This policy applies to all students enrolled at the College.

POLICY

The Brookside P-9 College Library supports the principles of the "Free Access to Information" statement from the Australian Library and Information Association (ALIA), as well as the Australian School Library Association's (ASLA) Bill of Rights and use these and other relevant statements when providing library services to the College Community.

Borrowing Times

Students are strongly encouraged to borrow during their fortnightly library session. In addition to these times, students can borrow when the library is open during lunchtime.

Number and Length of Loans

| Year Levels | Number of Books | Length of Loan | Maximum Number of Renewals | Potential number of Loan Weeks |
|----------------|-----------------|----------------|----------------------------|--------------------------------|
| Prep – Grade 2 | 2 books | 2 weeks | 2 | 6 weeks |
| Grade 3 – 6 | 3 books | 2 weeks | 2 | 6 weeks |
| Secondary | 3 books | 2 weeks | 2 | 6 weeks |

Students may keep borrowed books during the term 1, 2, & 3 breaks, however all resources need to be returned to the library prior to stocktake, which is held in December every year.

Students should not lend books to others without returning it to the library first. The student who has borrowed the book is ultimately responsible for the book/s.

Devices

Secondary students may borrow school laptops from the library. Laptop loans are NOT counted in the students' total items borrowed and are for **1 day only**. Laptops must be returned by the end of the day it was borrowed.

Magazines

The library subscribes to a range of magazines that are of interest to students, and specifically aimed at their age and demographic. These magazines are for use in the library only and cannot be loaned out or taken home.

Reservations

If a student wants to borrow a book that is unavailable, the student can reserve the book by advising the library staff to place it on hold when it has been returned. This can be done during their library session or at lunchtime. Once the requested book is returned and available again, library staff will inform the student via their classroom/library teacher.

Returns Including Reborrowing

Students are expected to return their library books on or before the due date. If students are not yet finished reading the book/s they have borrowed by the due date, they can reborrow it during their fortnightly scheduled library session or when the library is open during lunchtime.

Primary Students

Primary students are required to return loans to the library by 9.30am on the day of their library session, unless they are reborrowing the item.

Secondary Students

Secondary students are required to put their returns into the library returns chute as they enter for their scheduled library session, unless they are reborrowing the item.

Overdue Loans

Books are considered overdue when they have not been returned or renewed by the due date.

Classroom teachers are advised of current student loans via email the day before the scheduled library session, so that reminders can be issued to the students.

Overdue notices are automated to be sent to families once a book has been overdue for 7 days and reoccur on days 14 and 28.

Students may continue to borrow books if they have overdue loans. However, they cannot exceed their borrowing limit, and all overdue loans are counted within this limit.

Lost or Damaged Resources

If an item is lost and cannot be recovered, or is damaged beyond repair (i.e., writing in book, water damage, torn pages, missing pages/parts), families are requested to pay for a replacement, or purchase a replacement of the lost item themselves. When the replacement cost has been paid, or a replacement copy has been provided to the library, the overdue item will be removed from the borrower's record. All payments are payable at the main office (either in person or over the phone) and will be used to replace the lost or damaged item.

If the item is found, the borrower may keep the item if a fee has already been paid. Alternatively, the item may be returned to the library if it is in good condition, and a refund will be provided if payment has already been made to replace the item.

Late Fees and Fines

Brookside Library does not charge fines for late or overdue items.

Exemptions

Payment/replacement of lost/damaged materials may be waived by Library Administration:

- If the resource was acquired more than 10 years ago
- If the resource was donated to the library, and a purchase price was not recorded
- In extenuating circumstances, at the discretion of Library or Executive staff

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- [Department of Education Parent Payment Policy](#)
- [ALIA Free Access to Information Statement](#)
- [Joint ALIA/ASLA Statement on School Library Resource Provision](#)
- [ASLA Bill of Rights](#)

POLICY REVIEW AND APPROVAL

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|----------------------------|--------------------------|
| Policy last reviewed | 13 December 2022 |
| Consultation | Brookside School Council |
| Approved by | Principal |
| Next scheduled review date | 13 December 2026 |