

## **RPSHS STUDENT LIBRARY & TEXT HIRE BORROWING POLICY**

**The following policies pertain to students borrowing both Library and Text Hire resources. All policies are at the discretion of the Library and Text Hire staff.**

### **Students:**

- Students must provide verified evidence of enrolment to borrow.
- The borrower must return all items by the due date in good condition.
- The borrower must regularly check their school email for notifications.
- If resource is not returned, lost or damaged, replacement cost will be charged to student's school fees.

### **Library:**

- Library loan period is two weeks.
- Library loan limits:
  - Year 11 & 12 – 8 books
  - Year 10 – 6 books
  - Year 7, 8 & 9 – 4 books
- The borrower will be denied loans until any overdue resource has been recovered or the monetary value paid.

### **Text Hire:**

- Text Hire – no loan limits. Loans according to subject requirements.
- Students will be allowed to borrow text books regardless of overdue resources. Their school fees will be invoiced to the replacement value of the text book.
- Students ARE NOT ALLOWED to keep their personal loans in the classroom or with teachers – they must be responsible for them.
- Teachers arrange borrowing time to bring their class to the Library to borrow the text AND need to arrange a returning time to bring their class to return their texts.

## LIBRARY AND TEXT HIRE STUDENT LENDING PROCEDURES

- Students must provide verified evidence of enrolment to borrow:
  - RPSHS Student Card
  - Teacher identifies them if borrowing in class time
  - Timetable may be accepted at the discretion of Library/Text Hire staff (particularly before Student Cards are issued or new students)
  - Teachers will book an appropriate time with Library/Text Hire staff to bring their class to borrow prescribed resources.
  
- Returning resources
  - Library resources are returned either before or on the due date to the Library.
  - Text Hire Resources are returned when no longer required for class work.
  - Text Hire Resources can be returned to either Text Hire or Library.
  - Teachers will book an appropriate time with Library/Text Hire staff to bring their class to return Text Hire resources.
  
- Overdue Resources
  - Overdue Notices are issued weekly via student school email accounts. These Overdue Notices include all outstanding borrowings.
  - Twice a term, hard copies of Overdue Notices are forwarded to Access Teachers to hand out to applicable students.
  - At the end of year 12, if students have overdue resources or outstanding fees, they will be denied a variety of opportunities, including but not limited to, attending Year 12 Formal.
  - ALL Year 12s are required to get their Clearance Form signed by Library /Text Hire staff, confirming they have no outstanding borrowings.
  - Students who have left the school with outstanding resources will be invoiced by the Student Office for the outstanding item/s.
  
- Resources that are deemed by the Library/ Text Hire staff to be damaged:
  - Students and families are notified of the damage done and cost of replacement by letter or email organised by Library/ Text Hire staff.
  - Borrowing rights are the same as overdue resources (see below).

- Resources not returned by students who are no longer enrolled at RPSHS
  - Student Office confirm Left Students and Pending Departure Students.
  - Library Staff investigates all students on the list to see whether they have any outstanding resources.
  - Library Staff remove Left Students as Borrower from Oliver database, if they have no outstanding resources.
  - Library Staff inform Student Office of any left students with outstanding resources (Name of resource, replacement value, catalogue barcode).
  - Library Staff change the status of outstanding resources (of Left Students) to 'Not returned – student left – added to fees'.
  - Left Students are then deleted as Borrower from the Oliver system.
  - Pending Departure Students are not removed until they move to the Left Student list from Student Office.
  
- Library - Overdue Resources & Borrowing Rights
  - Students are not allowed to borrow Library books if they have overdue Library resources.
  - Students will only be allowed to borrow again if the items have been returned, replaced or paid for.
  - Once students have paid at the Student Office, they will be issued with a receipt from Student Office Staff. Students must present their receipt to the Library and the student's borrowing rights will be restored.
  - Overdue Library resources will remain on their record unless students present the receipt to Library Staff or Library Staff are notified by Student Office Staff.
  
- Text Hire - Overdue Resources & Borrowing Rights
  - Students will be able to borrow Text Hire Resources REGARDLESS of any overdue notice.
  - A report, Text Hire Overdue Resources, will be sent to Student Office Staff, to invoice the students' school fees, to the value of the replacement fee for the missing resource.
  - Report will be sent to Student Office twice a year (allowing students time to return resources)
    - Years 7-12 Semester One Overdue Resources – report will be sent in Term 3
    - Years 7-11 Semester Two Overdue Resources – report will be sent in Term 1 of the following year
  - Once Report has been sent to Student Office, the status of the missing resource is changed to 'Missing assign to fees'.

- ALL RESOURCES WITH THE STATUS OF MISSING (including Added to Fees) will be removed two calendar years later.