

# Overdue/Lost/Damaged Library Resources (excluding Macbooks & Ipads) Policy

---

## BORROWING DETAILS

- The College has books, magazines, e-Books and Audio Books available for students to borrow from the Bloxsidge Centre.
- The loan period is 14 days for most items.
- Borrowed items remain the property of St Augustine's College.
- Borrowing limits are:
  - Prep – 1 item
  - Early and Junior Years – 4 items
  - Middle and Senior Years – 6 items
- Year 7-12 students will also have Text Hire resources which do impact on their normal borrowing. Text hire resources need to be returned at a specific date after the subject unit concludes. All text books need to be returned at the end of the required unit whether that be at the end of the Term, Semester or Year
- All resources must be returned to the Library before leaving the school.

## OVERDUE/LOST RESOURCES

If resources are not returned at the end of the 14 day loan period or text hire not returned at the specified date, the following steps will take place:

1. First Notice will be sent via email to the student, Home Group Teacher and Parent/Carer advising overdue resources and the date they were due.
2. If the resource is not returned within 7 days of the First Notice, a Second Notice email will be sent to the sent to student, Home Room Teacher and Parent/Carer. This notice will advise that their student has still not returned their overdue resource and the replacement cost of the item will be charged, and an invoice will be issued if it is not returned.
3. Third and final notice will be forwarded to the student and parent/carer once the item/s stand at 14 plus days overdue. This notice advises that the student has not returned the overdue resource and the item/s will be charged and an invoice will be issued (which will then need to be paid within 14 days of being issued).

## DAMAGED RESOURCES

If resources are returned but are damaged, the following steps will take place:

1. A call will be made and an email will be sent to the Parent/Carer advising damaged resource/s (along with photos of damage) and an invoice will be sent to replace the resource.
  2. Finance team will issue an invoice to the Parent/Carer (which will then need to be paid within 14 days of being issued).
- \* *Exceptions to this process will be at the end of year when emails may be sent more frequently in order to finalise end of year processes.*
  - \* *We understand that students in Prep to Year 3 do not have access to emails therefore the notice of overdue resources will primarily be sent to parents/guardians.*
  - \* ***PLEASE NOTE: Once the overdue/lost/damaged resource have been charged and an invoice has been issued, no refunds will be given even if the resource is then returned to the College.***
  - \* ***Students are asked to check their textbooks and report any damage to Library staff at the time of borrowing. Library staff will issue a new textbook if possible or document minor damage.***
  - \* ***It is then the student's responsibility to ensure that textbooks are kept in good condition. If a textbook is damaged during the loan period, it is the student's responsibility to discuss the damage with the Library staff as soon as possible.***