**Student Library Borrowing Policy**

**Borrowing Periods**
General library books – two weeks
Home Readers – one week

**Borrowing Allowances**
Prep – Year 3 – one book, one home reader (two for weekends)
Year 4 – Year 7 – two books

**Overdue Books Procedure**

During class borrowing time, if a student has an overdue library book, the library teacher or teacher aide will notify the student of the overdue book and ask for its return.

At the end of each month, the library teacher aide will print an overdue book list for each class and distribute it to the class teachers. A copy will also be kept in the library. This report notes the student names, the names of the books and how many notices that student has already received regarding that particular resource.

If an overdue book appears for a SECOND time on the end-of-month list, an OVERDUE WARNING letter will be posted home to the student’s parents, noting the name of the books, the due date and the cost of replacement. It will also state that the books are required to be returned within two weeks, or an invoice will be sent home to recoup the cost of the book for replacement. The letter will be generated by either the library teacher or the library teacher aide.

If the books are not returned within the specified two-week period, an OVERDUE INVOICE letter will be posted home to the student’s parents, with an invoice attached for the replacement of the books. The letter will be generated by the library teacher or the library teacher aide. The invoice will be generated by the Business Services Manager. The student’s borrowing rights will be suspended from when the invoice and overdue invoice letter are issued, until the books are returned or the invoice paid.