

Lending Policy and Procedures; including Overdues & Damaged Resources

RATIONALE

The *Sister Gabrielle Dore Resource Centre* serves a population of over 1000 students and 150 staff, all with differing resourcing needs. In the interest of fairness and efficient operation of the Library, a comprehensive and transparent *Lending Policy* is required, with the aim of applying this policy consistently. The basic objective of the *Lending Policy* is to educate all borrowers, whether students or staff, to be considerate, responsible borrowers, respectful of due dates and the consequences for late or non-returns. Therefore, if borrowers do not return loaned resources on time, borrowing rights are restricted, and if resources are damaged or lost, resource and administration costs will be recovered.

CONDITIONS FOR BORROWING

Students will be loaned Library resources if no previous loans or payments are outstanding.

- All resources on loan are the sole responsibility of the borrower and their parent/guardian, including the replacement cost of resources lost, misplaced or damaged.
- Students and parents/guardians must take adequate steps to protect the resources they have on loan. To achieve this, students are required to:
 1. Check the loan period and due date for the resources borrowed before leaving the Library.
 2. For all *Textbook Hire Scheme* resources, write their name and the current year inside the front/back cover, and write the barcode and title of the text in their student diary before leaving the Library.
 3. Protect resources from rain, food and drink damage.
 4. Refrain from: loaning resources to other students, leaving in the care of teachers, or in classroom cupboards.
NOTE: It is not acceptable to return a resource on loan to another student, the exact barcoded resource must be the item returned upon the due date.
 5. Return the borrowed item on or before the date due, or renew at the Circulation Desk.
 6. Renewal: all items may be renewed twice, if students make the request at the Circulation Desk, and the item has not been reserved by another student.

Year Level	Number of Resources	Loan Periods			
		Fiction	Non-Fiction	Periodicals/Magazines	Sora eBooks
Year 7-10	Ten (10)	21 days	14 Days	7 Days	As stated in BCE Regulations
Year 11-12	Ten (10)	21 days	14 days	7 Days	
Frozen Resources	When resources for assessment topics are frozen, they are not to be removed from the Library without obtaining prior permission from the Teacher-Librarian.				

OVERDUES PROCEDURES DURING THE YEAR

When resources are not returned by the due date, the below Library procedures are followed:

OVERDUES STAGE 1

When Library resources become close to overdue, the Oliver Library system automatically alerts borrowers through an email notice, one notice per overdue cycle.

1. Email Notice 1: **FIRST** *Oliver Current Loans Notice* issued to student and guardian **7 days before** resource becomes overdue.

2. Email Notice 2: **FIRST** *Oliver Overdue Notice* issued to student and guardian after resource/s become **1 to 14 days** overdue.

- Borrowers will not be permitted to loan other items until all overdue items are returned.

3. Email Notice 3: **FINAL** *Oliver Overdue Notice* issued to student and guardian after resource/s become **15 to 29 days** overdue, including the cost of the missing resource/s and the non-refundable administration penalty if not returned immediately.

- Student Notices: Students names will be listed on Daily Notices.
- A manually generated '*Printed Notice with Cost*' from *Oliver* is placed in Tutor Group Magazine Boxes in the downstairs Staff Tearoom for Tutor Group Teachers to distribute to students.

OVERDUES STAGE 2

4. Email Notice 4: *Oliver Overdue Charge Notice* issued to guardian and student when resources become **30+ days** overdue.

- INVOICE**: Library staff notify Finance Department of list. Finance Department send Invoice to Families.

5. Finance Department notifies Library Staff of cost recovered.

EOY Procedures

All Students and Staff are sent a 'Current Loans Notice', with instructions that Library Resources and Textbooks must be returned to the Library prior to the end of the relevant term; or for Staff, resources may be renewed:

Year 12	<ul style="list-style-type: none"> in Week 8 of Term 3
Year 11	<ul style="list-style-type: none"> in Week 6 of Term 4
Year 10	<ul style="list-style-type: none"> in Week 6 of Term 4
Year 7, 8, 9	<ul style="list-style-type: none"> in Week 7 of Term 4
Staff	<ul style="list-style-type: none"> in Week 8 of Term 4

DAMAGED AND LOST RESOURCES

When Library resources are damaged or lost, the Oliver Library system is used to generate an email notice for parent/guardian payment.

1. Email Notice 1: Email First Notice to Parent/Guardian – Option to pay via College Payment Portal, or with cash/Eftpos at College Reception. The notice includes the cost of the damaged or lost resource/s; and the non-refundable administration penalty if not paid for.
2. Email Notice 2: Email Second Notice to Parent/Guardian – Option to pay via College Payment Portal, or with cash/Eftpos at College Reception. The notice includes the cost of the damaged resource/s; and the non-refundable administration penalty if not paid for within 7 days. Administration penalty can apply only once per resource.
3. Invoice sent to Parent/Guardian from Finance Department. Administration penalty applies.

Disclaimer: The Policy is subject to change without notice at the discretion of the College.

The policy is available on the College Payment Portal.



TEXTBOOK HIRE SCHEME

Mt Maria College is pleased to offer parents the convenience and savings of a Textbook Hire Scheme.

CONDITIONS AND INFORMATION

Please carefully read and sign the *Application to Join* form, scan and email to mmclibrary@bne.catholic.edu.au or return to the College Office prior to the end of the preceding year.

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS

- The Queensland Government pays a textbook allowance to each student whose parents/guardians are residents in Queensland. The money is paid in bulk to schools that operate a Textbook Hire Scheme. This agreement remains in place whilst a student is enrolled at Mt Maria College.
- A nominal fee is charged in Term 1 each year to assist the College in the operational expenses of the scheme.
- The scheme entitles the students to hire Textbooks and novels.
- Students are required to purchase separately any workbooks (eg. Science, Art and BCT), stationery and graphics materials which may be required.
- The Textbook Hire Scheme is designed to distribute textbook costs across the six years of secondary schooling.
- **The replacement cost of long-term overdue, damaged or lost textbooks is charged to parents/guardians.**

INSTRUCTIONS TO STUDENTS

1. You must produce your barcoded ID whenever you borrow a book.
2. You must write your name and the current year on the inside cover of the textbook at time of borrowing.
3. Textbooks borrowed on a short-term basis must be returned to the Library as soon as you have finished with it. Other Library resources will not be issued until the previous book/s are returned.
4. Any student who loses or damages an item whilst in his/her name is responsible for paying the replacement cost. If a lost item is later returned and it has not already been replaced, the replacement cost may be refunded at the discretion of the College and an administration fee may apply.
5. TEXTBOOKS REMAIN THE PROPERTY OF MT MARIA COLLEGE AND MUST BE RETURNED IN GOOD CONDITION TO THE LIBRARY WHEN THE LOAN PERIOD IS COMPLETED, OR DAMAGES/LOSSES ARE PAID FOR.
 - **Protect your Textbooks from rain, food and drink damage.**
 - **Do not lend your Textbook to another student or give to your Teacher to store in a classroom.**
 - **Remember, you are responsible for all books and resources borrowed from the Library in your name.**



Mt Maria College

APPLICATION TO JOIN MT MARIA COLLEGE TEXTBOOK HIRE SCHEME

I have read the contract conditions and agree to abide by them. I agree to pay the charges indicated. With the application I also empower the Scheme to receive and negotiate, on my behalf, the Government Textbook Allowance, for the duration of the student's enrolment at Mt Maria College.

STUDENT'S FULL NAME _____

DATE OF BIRTH _____

YEAR LEVEL _____

PARENT/GUARDIAN'S NAME _____

ADDRESS _____

_____ POSTCODE _____

PHONE NUMBER

Work _____

Home _____

Mobile _____

Are you a resident of Queensland and entitled to receive the Textbook Allowance?

[] Yes [] No (Please tick)

PARENT/GUARDIAN'S SIGNATURE _____

DATE _____

Return to mmclibrary@bne.catholic.edu.au or College Reception

Disclaimer: The Textbook Hire Scheme forms part of the Mt Maria College Lending Policy which is subject to change without notice at the discretion of the College. The policy is available on the College Payment Portal.