

Library Overdue items BRISBANE CENTRAL STATE SCHOOL



Library Returns & Overdue Items - Parent Information

It is a joy to see the children walking around with books that they are reading and excited about borrowing another book from the library. We want all the students to have access to the engaging range of books in the library. To manage this we have some procedures in place to encourage students to return books on a regular basis and also to manage and replace lost books.

Loans

- Students may borrow each week during a timetabled browse and borrow session.
- Loans can be renewed by returning the item and requesting a borrowing extension.
- Students have a homework folder/library bag to safely transport books to and from school.

Non-returned items

It happens at times that the children leave their library books at home on library borrowing day. When this happens parents will get a reminder email. Eventually, though, if the item has not been returned after a period of time we ask for a library reimbursement fee to be paid by parents to help offset the cost of replacement books and help us keep a good collection in the library.

We will be using these procedures for when items are not returned.

Borrowing rights are suspended starting the first week that the item or items are not returned:

Reminder procedures are put in place once one or more items are not returned:

- In the week the item is due an Infiniti library system generated email is sent to parents as a reminder.
- One week after due date an Infiniti library system generated email is sent to parents as a reminder.
- Two weeks after due date a Infiniti library system generated email is sent to parents and the class teacher follows up with parents. It is decided whether the:
 - Item is lost and parents accept to pay a library reimbursement fee per item OR
 - Item is still being located
- When it is determined that the item is lost the school office issues invoice for \$15.00 per item.
- When this library reimbursement fee is paid the full borrowing rights are returned to the student.

If there are special circumstances around the non-return of library books please feel free to contact the class teacher.

The Infiniti generated reminders are likely to go to your junk mail folder.

Please add the email address to your 'safe senders list'. no-reply@concordinfiniti.com

We look forward to working together so that we can keep students borrowing and enjoying our library.

Maureen Kelly, Head of Department, Curriculum