

Student Borrowing Rules

Fiction Books

eBooks and Audio Books	The Library has a selection of eBooks you can borrow for 3 weeks, they are available for download on your device. These books do not FINE and they will automatically check themselves in.
Fiction Grades 7-9	May be borrowed for two weeks. After a grace period of three days the fine is \$0.25 per day. The maximum fine being \$2.50.
Senior Fiction. Grades 10-12	May be borrowed for two weeks. The fine is \$0.50 per day. The maximum fine being \$5.00.

Non-Fiction Books

Grades 7-9	7 Day Loans. After a grace period of three days the fine is \$0.25 per day. The maximum fine being \$2.50. Overnight Loans These items may be reserved during the day and collected after the last class of the day. Overdue books are fined at \$0.25 per day. The maximum fine being \$ 2.50
Grades 10-12	7 Day Loans. The fine is \$0.50 per day. The maximum fine being \$ 5.00. Overnight Loans The fine for overdue books is \$0.50 per day. The maximum fine being \$5.00
Reserve Items	High demand and valuable items may be held at the circulation desk. These items may be reserved for borrowing during the day and collected after the last class.

Overdue Notices

Lists of overdue books, and fines owing, are available to students via tutor group EVERY DAY. It is the responsibility of the student to make themselves familiar with these notices and to check them each day.

Outstanding items can be seen on the daily overdue notice under the column 'Title'. The 'Bck' columns shows whether an item is lost, overdue and any outstanding fines.

Accounts will be sent home to parents/guardians for books that are lost or not returned to the Library. Accounts will also be sent to recover fines that have not been paid at the end of the term.

Suspension of borrowing rights

This will occur when a student exceeds \$3.00 in fines or fees against their name. Alternatively if students have had items overdue for an excessive period of time they will also have their borrowing rights suspended.

Clearance of outstanding amounts, or the return of listed material is essential if the student wishes to continue to borrow material.

Please Note: All overnight and reserve items MUST BE RETURNED before Period 1 of the next day. English class sets, Speech and Drama and some other department texts housed in the special collections DO NOT ATTRACT FINES if they are not returned by the due date. However, students are not able to borrow further material from these collections until all overdue material has been returned.

