



### **MGSC Library Policy: Overdue, Damaged, Lost and Missing Items.**

This policy is written for the students of Mentone Girls' Secondary College.

#### **Library Mission Statement**

The library is a place of student learning and literacy which aims to inspire a lifelong love of learning by providing inviting spaces and resources that align with the curriculum and for recreational reading.

#### **Student Responsibility**

Students are responsible for all borrowed items. They are expected to take care of library items and return them on time.

Students may borrow 4 fiction and 4 non-fiction books at any one time.

The loan period is for 2 weeks with an additional renewal period of 2 weeks, provided an item has not been reserved by another student.

Students are to return or renew library items at the end of each term and may then borrow additional items for holiday reading.

#### **Overdue Items**

Overdue fines will not be charged to encourage student borrowing. If library items are overdue and books have not been renewed, the student's borrowing privileges may be suspended.

A courtesy email reminder notice will be sent to the student to encourage the return of items.

Reminder one - 1 week after due date.

Reminder two - 2 weeks after due date.

Reminder three - 3 weeks after due date and every week thereafter. This reminder will have a current replacement value attached to each item and in addition will be emailed to a parent.

#### **Lost and Missing Items**

Books are considered lost or missing if they are one term overdue. An invoice for the current replacement cost of the lost/missing items will be emailed to the parent. As library books are school property and will need to be replaced, invoices are expected to be paid by their due date.

#### **Damaged Items**

Minor damage to books is expected over the course of time. If an item is badly damaged and will need to be deleted, parents will be sent an invoice for the replacement of the damaged item.

#### **Additional Notes**

Students are encouraged to speak to the Library Manager about accidental damages and extenuating circumstances.

#### **Approved by**

Linda Brown  
Principal MGSC

Megan Tulloch-Nasir  
Library Manager

**Dated: 16<sup>th</sup> March, 2022**