



LIBRARY STUDENT BORROWING POLICY

Purpose

- To develop in each child a love of books and an appreciation and enjoyment of literature.
- To enable students to become discerning readers through self-selection.
- To provide students with access to resources that meet their educational and recreational needs.
- To encourage students to treat and care for books in a responsible way.

Guidelines

- Students will have an opportunity to borrow regularly.
- Students will be responsible for all items borrowed in their name.
- Students will select their own books in accordance with the guidelines set out in the Library Acquisition and Censorship Policy.

Implementation

- Students from Prep to Year 6 must have a library bag in order to borrow.
- Students will have an opportunity to browse the collection and borrow during their regular timetabled library sessions.
- Students are also able to borrow before or at lunchtimes when the library is open.
- Students can borrow the following:
 - Prep – one picture fiction book
 - Year 1-2 – two books from picture fiction, fiction or non-fiction sections of the library.
 - Year 3-6 – three books from picture fiction, fiction or non-fiction sections of the library.
- The duration of the loan is for 14 days.
- No borrowing will occur during school holidays
- Students cannot borrow if they have overdue library books.
- Overdue library notices will be issued from time to time (at least once a term).
- Students are expected to pay for the cost of replacing damaged or lost books borrowed in their name. Proforma letters are available to be issued in these cases.
- Classroom teachers will be provided with student's borrowing records and notification of overdue books.

Evaluation

The following means may be used to evaluate the effectiveness of the Library Student Borrowing Policy:

- Record of student's borrowing / reading habits.
- Annual listing of Damaged and Missing books.
- Student Survey of Borrowing Habits.

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
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