



Engadine West Public School

Library Borrowing Procedures

All students at Engadine West PS are encouraged to borrow books from the library to develop a love of reading and enhance their literacy learning.

Borrowing

It is expected that all students borrow, return, and renew their library books. It is important for all students to build a sense of responsibility and develop borrowing habits and skills that lead to the effective use of library resources.

Books can be **borrowed or renewed** in the following ways:

- During their class' allocated library time.
- During the first half of each lunchtime (unless it is wet weather).

The following book borrowing limits apply to each stage.

Early-stage 1	1 book during Term 1 2 books during Terms 2-4
Stage 1	2 books
Stage 2	3 books
Stage 3	3 books

Books can be **returned** in the following ways:

- During a class' allocated library time.
- During the first half of each lunchtime (unless it is wet weather).
- Placing the book(s) in the library returns box on any day, at any time. The library returns box is located outside the front entrance of the library.

Overdue books

At times there can be confusion as to the whereabouts of missing or overdue books. Once a book becomes overdue the following procedures apply:

- Students will discuss with the teacher-librarian as to the possible whereabouts of the book(s).
- The teacher-librarian will look for the book(s) on the shelves in case the book(s) have been physically returned, but not scanned back into the library resources.
- If not found, the teacher-librarian will ask the student to check in their classroom, under desks, tote trays, classroom library, and at home.
- The teacher-librarian will issue an overdue notice (Oliver generated) for the student to take home.

- The teacher-librarian will follow-up with the student about the missing book.
- If not found the teacher-librarian will notify the administration office, who will liaise with the students' parents/carers to arrange payment for the missing book(s).
- During this period of attempting to locate the missing book(s), students will be limited to one book each week until the missing book(s) are found or paid for by the students' parents/carers.

There may be unforeseen circumstances in relation to missing book(s). These circumstances will be assessed on an individual basis at the teacher-librarian's discretion in consultation with the principal.

At Engadine West PS, this process encourages accountability and is equitable for all students.