

Library Policy

Policy Statement

At Canning Vale Primary School all students from Kindergarten to Year 7 have the opportunity to borrow library books to encourage a love of books and reading.

Rationale

Borrowing books from the library on a weekly basis encourages children to explore a wide range of topics/subjects/genre. It also fosters the responsibility of looking after the books whilst in their care, and remembering to return or renew their books every week.

Policy Details

- All students must have a library bag in order to borrow.
- Students from Kindergarten to Year 2 may borrow one book.
- Students from Year 3 to Year 7 may borrow two books.
- Students may renew their book if they have not finished reading the book within the week.
- Teacher will receive a list of children with overdue books the day after their library session.
- Children with overdue book/s do not need to wait until their next library session to return their book/s. They may return either before school or after school to the returns trolley in the library.
- At 15 days overdue, a notice will be sent by mail/email to alert the parent of their child's overdue book/s. Children with overdue books may not borrow.
- At 21 days overdue, an invoice will be issued and mailed out. Borrowing is not permitted until the invoice has been paid.
- If a book is damaged whilst on loan to a student, an invoice will be issued and mailed out. Borrowing is not permitted until the invoice has been paid.
- In extreme circumstances where the invoice has not been paid within a reasonable timeframe, the library officer and the Principal will discuss the circumstances and may allow the following:
 - Child will be able to borrow however they cannot take the book home. If and when the invoice has been paid, full borrowing rights will be reinstated, i.e. able to borrow and take book/s home
 - Yr 3-7, child will only be able to borrow one book (normal borrowing allowance is 2 books)
- On the invoice, an administrative fee of \$2 is charged to cover the costs of replacement barcode and plastic covering etc. GST has to be charged as the school no longer 'owns' the book.