

BOOK EXCHANGE INFORMATION

Matching Readers to Text



Book Borrowing

Providing students with books is a major way that the Sheila Flanagan Library enriches the curriculum. Students are encouraged to read for personal enjoyment and this, in turn, enables them to learn organisational skills and responsibility.

K-6 classes visit the school library once each week with their classroom teacher for book exchange. All students require a library bag to take home library books. Students may also use the library before school, lunchtimes and after school for book exchange.

Overdue and Lost or Damaged Library Books

It is expected that students return checked out items on or before the date they are due. If books are needed for a longer period of time, it is recommended that students request a renewal. The regular returning of books is essential so that the library can maintain the widest selection of books available for loan.

Overdue Notices:

- Overdue Notices are sent weekly.
- Students are not permitted to borrow books whilst they have books overdue.
- Parents/guardians are contacted by email or phone advising them of the overdue book/s.
- Students from Year 5 - 12 are contacted via their school email address of the overdue book/s.
- If at the end of the term the item is still not returned parents/guardians are contacted by email / phone advising them that the replacement cost of the book/s will be invoiced and added to their account.

Cost Recovery:

All overdue, lost and damaged items will be charged through and payable at the School Payment Office at a replacement cost. If the item is found, the borrower may keep the item if a fine has been paid. No refunds will be given, as it is likely that the Librarian has had to purchase another copy. Fines will remain on the family account for the duration of the student's time at GGS until the matter is resolved. Invoices are sent out at the end of each Term by the School Payment Office.

Students are permitted to borrow again once their library account is cleared. Borrowers should not lend books to others. The original borrower will be responsible for payment if the book is overdue/lost/damaged.





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Year Group Book Borrowing Information - Lending Rules

Year	Total Books	Borrowing Period
Junior Kindy	1 Book	7 Days
Kindy	1 Book	7 Days
Pre Primary	2 Books	7 Days
Year 1	2 Books	7 Days
Year 2	3 Books	7 Days
Year 3	3 Books	7 Days
Year 4	3 Books	7 Days
Year 5	3 Books	14 Days
Year 6	3 Books	14 Days
Year 7	5 Books	14 Days
Year 8	5 Books	14 Days
Year 9	5 Books	14 Days
Year 10	5 Books	14 Days
Year 11	5 Books	14 Days
Year 12	5 Books	14 Days

