



Library Circulation Policy

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1 Overview

- 1.1 We aim to provide a high-quality learning experience for 3-18 year olds so that students have a rich and stimulating all round education which prepares them for life in a rapidly changing and competitive world. How we select and maintain our library collection play an integral role in this mission.

2 Guiding Principles

- 2.1 We enhance teaching and learning within our community. We are proactive in developing a community of information-literate global citizens. We aim to:
- provide and manage information, resources and services that satisfy the varied needs of our users.
 - create a safe, stimulating and aesthetically pleasing environment for our community.
 - promote a reading culture and provide opportunities for users to engage in literature enrichment activities.
 - collaborate with teachers in designing strategies that develop information literacy skills.
 - maintain a perspective of the whole school within the international community.

3 Objectives of This Policy

- 3.1 The Circulation policy exists to make explicit and to facilitate our community members' access to the resources in the school collections while also aiming to give some protection to these resources.

4 Library Membership

- 4.1 Library membership is extended to:
- Current students
 - Adults currently employed by the School
 - Parents of current students who request membership
- 4.2 All students will be given a unique membership number, which remains with them for the period of their stay at the School.
- 4.3 Adults employed at the School will use their School ID card as their identification. External adult members must fill out and sign a form and must provide their contact details.
- 4.4 Parents enquiring about their child's borrowing records will be asked to confirm their full name and email address.

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5 Borrowing Privileges

Patron Status	Resource Type	Loan Period	Renewals	Max. no items
Parents	Branch library fiction books	30 days	Once	6
	Branch library non-fiction books	30 days	Once	6
	Branch library AV materials	14 days	No	6
Teaching staff	PDC resources	1 year	No	Unlimited
	Other branch library books	30 days	Once	Unlimited
	Other branch AV materials	14 days	No	20
	Other branch reference materials	3 days	No	2
	Textbooks	1 year	No	Unlimited
	Guided reading books	1 year	No	2000
	Big books	1 year	No	Unlimited
Non-teaching staff	Periodicals	30 days	Once	100
	PDC resources	30 days	Once	12*
	Branch library fiction books	30 days	Once	12*
	Branch library non-fiction books	30 days	Once	12*
	Branch library AV materials	14 days	No	6

*Maximum of 6 items allowed from any one branch

Patron Status	Resource Type	Loan Period	Renewals	Max. no items
Students Years 12-13	Textbooks	For period until 2 weeks before the end of term	Y12	unlimited
	Fiction books	3	Once	10
	Non-fiction books	30 days	Once	10
	Reference materials	30 days	No	2
	Periodicals	3 days	Once	4
	AV materials	14 days	Once	4
	E books	14 days	Once	3
Students Years 7- 11	Textbooks	Varies	Y10 only	unlimited
	Fiction books	For period until 2 weeks before the end of term	Once	10
	Non-fiction books	3	Once	10
	Reference materials	14 days	No	2
	Periodicals	14 days	Once	4
	AV materials	14 days	No	4
	E books	14 days	No	3
Year 3 Students – Term 1 (first half)	Fiction	14 days	Once	2
	Reader	7 days	Once	1
Year 3 Students – Term 1 (second half) – Term 3	Fiction/ Non-Fiction	14 days	Once	3
	Readers	7 days	No	1
	Serials	7 days	No	1
	Audiobook / DVD	7 days	Once	

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Year 4 Students	Fiction/ Non-Fiction Readers Serials Audiobook / DVD	14 days 14 days 14 days 14 days	Once No No Once	4 1 1 1
Year 5 Students	Fiction/ Non-Fiction Serials Audiobook / DVD	14 days 14 days 14 days	Once No Once	5 1 1
Year 6 Students	Fiction/ Non-Fiction Serials Audiobook / DVD	14 days 14 days 14 days	Once No Once	6 1 1
Year 2 Students	Fiction/ Non-Fiction Class Library books Individual readers	7 days 7 days 3 days	Once No No	2 1 2
Year 1 Students	Fiction/ Non-Fiction Class library books Individual readers	7 days 7 days 3 days	Once Once No	2 1 2
Reception students	Fiction/ Non-Fiction Class library books Individual readers	7 days 7 days 3 days	Once Once No	1 1 2
Nursery students	Nursery Fiction books Nursery Non-fiction books	7 days 7 days	Once	1

6 Renewals

6.1 Patrons may extend the original loan period (renew) items depending upon:

- Material type
- Loan privileges (see tables above)
- The presence of a reservation by another patron

6.2 These limits on renewals are in place so that all patrons have an equal opportunity to use the resources.

6.3 Under normal circumstances patrons may renew materials **ONCE** but further renewal may be granted at the discretion of the branch librarian.

6.4 Infant School students are required to bring items to the library in order to renew them. Other patrons may renew items by one of the following methods:

- Self-check renewal
- Email to the issuing branch
- Phone call to the issuing branch

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- 6.5 Patrons will not be allowed to renew items past the circulation expiry date. This can only be done by library staff.

7 Holiday Loans

- 7.1 Patrons may borrow resources during school breaks as long as they do not have any outstanding resource loans.

8 Recalls

- 8.1 All resources are subject to recall at the discretion of the branch librarian. Teaching and learning needs will be considered the highest priority when such decisions are being made.

9 Overdue Resources and Notices

- 9.1 Patrons will be reminded when they have retained items past their due date. In an effort to conserve paper, our branch libraries will, whenever possible, send all library overdue notices and lists by email.

9.2 Infant library

- 9.2.1 Loan reports will be generated and given to the class teacher during library lessons. Emails are sent to parents if an item is overdue longer than two weeks, or at the discretion of the teacher/librarian. Consequent emails will be sent should the item/s not be returned.

9.3 Junior Library

- 9.3.1 Loan reports will be generated and given to tutors during library lessons. Emails to parents will be sent fortnightly for items that are more than eight days overdue. A second email will follow when an item exceeds 30 days overdue.

9.4 Senior Library

- 9.4.1 An overdue email notice will be generated on a weekly basis, to be sent to group tutors, where students have items that are more than three days overdue. Once a fortnight, an overdue email notification will be generated to parents of students who have items that are more than 30 days overdue. Students will be copied in on this email. Bills will be issued where items have not been returned 30 days after the parent notification.

9.5 All libraries

- 9.5.1 Where parents and staff have items that are more than 14 days overdue, an overdue email notice will be generated.

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10 Return Claims

- 10.1 In the event of a patron indicating that they have returned an item that the computerised circulation system indicates is still loaned to them, the following procedure will be followed:
- Relevant shelves will be searched by TLRC staff for the item.
 - The patron is advised to check the shelves themselves and should be made aware that they will be charged for the item should it not materialise.

11 Non-returned/Damaged Materials

- 11.1 Patrons are expected to report lost or damaged materials to the issuing branch as soon as they become aware of the situation.
- 11.2 When items are long overdue, they will be assumed to be lost and the borrower will be issued with a bill. In the case of students, this will be sent via email directly to their parents.
- 11.3 If the item is not paid for within 28 days of the first bill being issued, a final bill will be emailed to the borrower (or their parents.) If payment is not forthcoming within seven days of this email, the branch librarian will follow up with a phone call.
- 11.4 Charges for lost or damaged materials will be calculated as the cost of replacement (retail price at time of purchase) plus an additional \$10.00 processing fee.
- 11.5 A patron is permitted to replace the lost item with an identical one in terms of title, ISBN and format. The replacement item must be in new condition, as judged by the branch librarian. In such cases, the costs referred to in 11.4 above will be waived.
- 11.6 Patrons are requested to pay for lost/damaged items, preferably by cheque. Receipts will be issued for all payments received. The patron's loan record will be updated accordingly, and the item record will be changed to indicate a lost item. At item level, an alert message should be added and in notes the comment "*Cheque(no) payment received(date) from(patron name) by(staff member).*"
- 11.7 Resource charges will be refunded when items are found within 12 months of payment and if the item is returned in good condition.
- 11.8 The full cost will be charged for any resource returned damaged if, in the opinion of the branch librarian, the extent of the damage renders the resource unsuitable for circulation. Patrons may keep any damaged items they have paid for.

12 Leavers Loan Rights

- 12.1 Once the TLRC has been notified that a patron is confirmed as leaving, their last date is set in the library system for two weeks prior to their actual leaving date. An email is sent to their parents to advise them when and why borrowing rights will be withdrawn.
- 12.2 The Finance department will be notified of leavers with outstanding charges one week before the patron's leaving date. The library then endeavours to ensure resources are returned, or any lost items paid for prior to departure.

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13 Inter-branch Loans

- 13.1 For students, request for resources from other branches should be made through their own branch.
- 13.2 Requesting branches should email the book title, author, shelf reference number and name of patron requesting the resource.
- 13.3 The resource will be issued to the requesting branch librarian, who is responsible for arranging the collection and return of the resource. If the requested resource is considered age-appropriate, the branch librarian will issue the resource to the patron who requested it.

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