



Library Circulation Policy

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1 Objective of This Policy

- 1.1 We aim to provide equity of access to library resources for all users in the library. 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.

2 Library Membership

- 2.1 Library membership is extended to:
- Current students
 - Adults currently employed by the School
 - Parents of current students who request membership

3 Borrowing Privileges

- 3.1 Borrowing privileges are determined by the individual branch libraries.

4 Renewals

- 4.1 Patrons may extend the original loan period (renew) items depending upon:
- Material type
 - The presence of a reservation by another patron
- 4.2 These limits on renewals are in place so that all patrons have an equal opportunity to use the resources.
- 4.3 Under normal circumstances patrons may renew materials **ONCE** but further renewal may be granted at the discretion of the branch librarian.
- 4.4 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
- 4.5 Patrons will not be allowed to renew items past the circulation expiry date. This can only be done by library staff.

5 Holiday Loans

- 5.1 Patrons may borrow resources during school breaks as long as they do not have any outstanding resource loans. Loans over the holiday period are due within the first five days of school reopening.

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6 Recalls

- 6.1 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.

7 Overdue Resources and Notices

- 7.1 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. Fines are not issued for overdue items; however, patrons will be reminded to return books on the return date. Long overdue items will be subject to an invoice.

8 Return Claims

- 8.1 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 library staff for the item
 - The patron is advised to check at home to see if it can be found
 - If the item cannot be located, an invoice for payment for a replacement copy will be sent to the patron

9 Non-returned/Damaged Materials

- 9.1 Patrons are expected to report lost or damaged materials to the issuing branch as soon as they become aware of the situation.
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 Patrons are requested to pay for lost/damaged items, preferably by bank transfer. 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 to include patron name, amount, item details and method of payment.
- 9.6 Resource charges will be refunded when items are found within six months of payment and if the item is returned in good condition. The full cost will be charged for any resource returned damaged if, in the opinion of the branch librarian, the extent of the

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damage renders the resource unsuitable for circulation. Patrons may keep any damaged items they have paid for.

10 Leavers' Loan Rights

- 10.1 An email is sent to their parents to advise them when and why borrowing rights will be withdrawn. Library borrowing rights are withdrawn one week prior to the leaving date.
- 10.2 The Finance department will be notified of leavers with outstanding charges one week before the patron's leaving date. Patrons should endeavour to ensure resources are returned, or any lost items paid for prior to departure.

11 Inter-branch Loans

- 11.1 For all patrons, requests for resources from other branches should be made through their own branch.

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