

CIRCULATION AND OVERDUES POLICY

PURPOSE

St Andrew's Cathedral School Library makes the resources of the library available and accessible to all students and staff in an equitable useful manner.

BELIEFS

The management of circulation and overdues is critical to the effective operation of the library and equitable resource provision.

IMPLICATIONS

To enable effective circulation and fair use to occur, the library needs:

- * To maintain effective control of all the library's resources
- * To provide an easy-to-use computerised circulation system
- * To contain resources that support the curriculum and recreational needs
- * To encourage use of the library and its resources for recreation
- * To ensure fair access to heavily used items
- * To provide access to various forms of technology and electronic information, e.g. use of the Internet, subscription databases, e-Books
- * To manage the library's resources effectively and efficiently
- * To ensure individual privacy regarding borrowing records at the circulation desk
- * To provide a useful, balanced and accessible reference collection
- * To advertise the library and new items to promote reading and circulation
- * To encourage a pleasant accessible attitude in library staff
- * To ensure the security of library resources
- * To facilitate the collection of circulation statistics
- * To provide an audiovisual service for staff
- * To arrange interlibrary loans when requested.
- * To remain open for a useful period of operation each weekday
- * To notify students and staff regularly of overdue items
- * To seek to have damaged and lost items paid for and very overdue items returned or paid for

OVERDUES

RATIONALE

At SACS Library, we serve a large population of over 1000 K-12 students and over 200 staff, all with different needs. In the interest of fairness and smooth running of the library, a comprehensive, transparent Overdues Policy is required, and this policy needs to be applied consistently. The basic objective of the Overdues Policy is to educate our patrons to be considerate, responsible borrowers and respect due dates; also that there are consequences for late or no returns. Therefore if patrons do not return loaned items on time, the measures outlined under Overdues Procedure are to be applied.

LOAN PERIODS

Two weeks – Fiction, Non-Fiction, Foreign Languages, HSC and IB resources, Junior picture books, graphic novels, magazines etc.

Four weeks – Teachers' Resource, DVDs etc.

1 year – Department Resources

Note: When an item is borrowed at the end of the term and where the loan period would expire during the holidays, the due date is adjusted so that the due date would be the first day of the next term instead.

LOAN RULES

All patrons should observe the following:

- 1) Check the loan period and due date for the item borrowed before leaving the library.
- 2) Return the borrowed item on or before the date due.
- 3) All items may be renewed up to twice, if patrons make the request at the Circulation Desk *before or on the due date, and if the item has not been reserved by another patron.*
- 4) Once an item is overdue, the library system (set up by the librarian) will automatically send an email notice to the student and their parents, once a week, alerting them of the overdues.
- 5) If the item is still not returned after the email notices, an overdue letter will be sent by the relevant librarian to the students' parents, with a specified charge for the lost books and an account charging date.
- 6) If an item is returned late but before an overdue letter has been received, there will be no charge.
- 7) If an item is returned late, after an overdue letter has been received, *but before the account charging date* given in the letter, there is no charge.
- 8) If an item is not returned after the overdue notice has been sent, and the account charging date has passed, it will be treated as lost and the patron's account will be charged. The amount charged will be double the cost price of the item (this includes administrative costs).
- 9) If an item is returned after the charge date given in the reminder, the patron will have been charged. In this case, a refund of the cost price of the book (but not the administrative cost) will be given.
- 10) When a staff member reports losing a title, it is up to the discretion of the librarian as to whether the department is charged a replacement cost for the item.
- 11) Patrons who have lost an item are encouraged to inform library staff at the Circulation Desk immediately.
- 12) Patrons are advised that if they purchase a replacement copy of the lost item and hand it in to the library, this will be accepted and the administrative charge will be waived. This is possible *only before the account has been charged*. All money matters are passed on to the school's Accounts Department. Library staff do not accept cash payments for lost items.
- 13) When a staff member notifies the school of their intention to leave, then the staff member must return all items on loan before being signed off from the library.

For Library staff the **Procedures for Managing Overdues** document indicates the process for managing overdues within the school.

LOAN RULES for students in K-6

- 1) SACS Library holds a collection of books for all students in Years K-12. Many books contained in the collection are highly unsuitable for SACS Junior School students. Books are assessed by the Librarians for age appropriateness and labelled accordingly.
- 2) Books with the yellow 'Owl' symbol have been carefully selected as containing themes and language that are appropriate and of interest to students in Years 5 and 6.
- 3) Students in Year 6 can further extend their reading by selecting from titles in the Year 7-9 Premier's Reading Challenge (indicated by a blue sticker on the books).
- 4) Students in Year 3-4 who want to extend their reading can read the books labelled with the Year 5-6 Premier's Reading Challenge stickers. They are not able to borrow the Owl books.
- 5) Special consideration for loans of a specific title will be taken in discussion with the class teacher and/or caregiver.
- 6) Any questions should be addressed to the Leader of Learning (Information and Research Services) jkemp@sacs.nsw.edu.au