



# HUNTER SPORTS HIGH SCHOOL

## STRIVE TO ACHIEVE

### HUNTER SPORTS HIGH LIBRARY OVER DUE POLICY

This is a reminder to the school community of the responsibilities associated with borrowing any of the school's resources through the library. Namely, the process we follow when trying to encourage those students with *overdues* to return the items in question.

The borrowing process in any library comes with an equal amount of responsibility to return the resource. So that all students at HSHS have an equal opportunity to avail themselves of information, those that borrow, need to return.

A generous 3 week loan period is extended to our students, after which they are then able to renew for a second period of 3 weeks. Secondly there are NO overdue fines associated with any borrowing from the library.

Unfortunately some books don't find their way back to us. In this case the responsibility of reimbursing the school then falls to parents and guardians for the loss of the item. The Canteen and P & C worked tirelessly over many years to help stock the library. It would be unfair of the present student body and their parents to then shirk this responsibility.

The process is as follows:

1. Students will need a form of ID with picture to borrow, eg. Student card
2. Students will receive timely reminders during Roll Call that their books are overdue.
3. If the student still fails to return the book a letter will be mailed to parents. All further **borrowing** and possibly **computer** access in the library will then be banned until the overdue is resolved.
4. Further action will be initiated if the book is still outstanding. The cost of recovery will be added to the school's invoicing of parents / guardians on a monthly basis. Once this process is initiated and the book is then found, please return both the book AND the invoice to the FRONT OFFICE requesting staff to cancel the invoice.

**Disputed Items:** Please remember that it is the student's responsibility to inform library staff of any borrowings that are **disputed**. Parents, too, are urged to contact the school. Library staff will be alerted and search for the item. However, the responsibility will still lie with the student if the book is not found. The Library is unable to accept replacement items as management costs also need to be recovered.

Peter Gordon  
Librarian 2014