



Xavier High School

Library and Resource Borrowing Policy

<i>Policy Number</i>	L001
<i>Applicability</i>	<i>Staff, Students, Volunteers, School Community, CSO Diocesan Community, External Libraries</i>
<i>Policy Status</i>	
<i>Date of Approval</i>	27/11/2017
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<i>Next Review Due</i>	20/10/2019

Background

At Xavier High School we believe that all people are created equal in the eyes of God. We expect that all people have the right to be treated with dignity and respect. Our Mission Statement directs us to recognise that: "Xavier is a community where the potential of all individuals to grow and develop physically, emotionally, intellectually and spiritually is recognised and nurtured." This statement inspires the proactive approach we take to library and resource borrowing matters at our school for both students and staff, and also informs our response to incidences when they occur.

Objective

To provide an accessible welcoming learning environment that promotes the effective and appropriate use of resources to the staff and students alike. Ensuring the most efficient use of library resources for the school community whilst maintaining a valid record of all loan transactions to ensure maximum use of all school resources across the board.

Provisions for Students and Staff

1. Access to Resources

- 1.1. A Student ID card is required for all loans, renewals, printing and reserves of resources
- 1.2. General loans are for a two week period
- 1.3. High demand resources, including all titles on current recommended reading lists. These are placed on restricted loan for a period of one week. These books must be treated as top priority and returned promptly so that other students and staff do not miss out. External borrowers do not have access to one week loans unless approval is obtained from the Operations team.
- 1.4. Hard copy encyclopedia and other reference books are available for library Resource Centre use only
- 1.5. The fine rate for overdue resources is as per the replacement cost of the resource and applicable to any outstanding resources of 10 weeks or greater
- 1.6. Inter Library Loans may be requested by external libraries and approval for the request may be granted by the operations team

2. Loan Limits

- 2.1. Students are permitted to have up to 3 fiction, 4 nonfiction and 6 textbook resources out on loan at any one time; Within these limits, students may have up to two One Week Loans at any one time.
- 2.2. Senior Students may request approval for an increase in loaned resource number through the library Resource Centre.
- 2.3. Professional Experience Placement students may have up to 20 resources on loan for the duration of the placement.
- 2.4. Staff
 - 2.4.1. May have up to 20 loans at any one time during teaching terms
 - 2.4.2. May have unlimited loans at other times
 - 2.4.3. May request semester loans for general resources on the condition that resources may be recalled if requested by another patron

- 2.4.4. May not hold High Usage Loans for extended periods during term time
- 2.4.5. Ensure the class set process is followed and ensure resources are allocated to the correct students

3. Loan Extensions

- 3.1. Two renewals are generally allowed for all resources, unless a hold has been placed on that item by another patron

4. Borrowing Rights

- 4.1. Onus is on the individual borrowing the resource to keep track of their borrowing records
- 4.2. The individual borrowing the resources are responsible for the resources borrowed under their name
- 4.3. Resources should not be passed from one person to another, all loan transactions must be loaned via the library system
- 4.4. XHS reserves the right to withhold results while students have unpaid fees, fines or overdue resources
- 4.5. Individuals' borrowing rights may be suspended if they have any outstanding loans
- 4.6. Borrowing rights will be reinstated when the outstanding loans are returned and/or fines paid

5. Lost or Damaged Resources

- 5.1. Any resources overdue for more than 10 weeks, lost or damaged or not returned at the time of school sign out are the financial responsibility of the individual whose name the resources are borrowed. Once invoiced to the individual a refund may be considered on a case by case basis however this is not guaranteed
- 5.2. The minimum replacement cost of lost resources is \$15 but will be defined by the replacement cost of the item

Provisions for the Library Resource Centre

6. Supply of Resources

- 6.1. The library Resource Centre shall provide an efficient and effective record of all resources
- 6.2. Create/maintain an attractive well-organised and welcoming environment where students are encouraged to use the space and the resources in a constructive and educational manner
- 6.3. Provide a wide range of resources appropriate for the school community, including Academic, pastoral, social and recreational needs
- 6.4. Assist in the effective use of resources by staff and students

- 6.5. Assist in the selection, acquisition and organisation of materials, both print and digital, to support the school curriculum and meet the needs of the school community where required
- 6.6. Organising resource boxes of print materials upon request
- 6.7. Ensure resources are culled, updated and rotated on a regular basis
- 6.8. Ensure outstanding resources are dealt with promptly
- 6.9. Acting promptly on appropriate requests from staff and students within budget constraints
- 6.10. Regular stock taking of resources
- 6.11. Ensuring appropriate classifications are placed on resources based on the content of the resource and the appropriately classified patrons have access to these.