

Borrowing and Returns Policy

Eagle Junction State School Library

Students attend a weekly library borrowing session with their class Teacher. Students are encouraged to choose books that are age appropriate and match their reading ability - please refer to the borrowing limits listed below:

Year level	Limit	Students may choose from these sections
Prep	1	Junior Fiction
	1	Book Bag (<i>chosen with and returned by parent</i>)
Year 1	2	Junior Fiction, (<i>Green Dot & Biographies at teacher discretion</i>)
Year 2	2	Junior Fiction, Green Dot, Non- Fiction, Biographies
Year 3	2	Junior Fiction, Green Dot, Orange Dot, Biographies, Graphic Novels, Non- Fiction
Year 4	2	Junior Fiction, Green Dot, Orange Dot, Biographies, Graphic Novels, Non- Fiction
Year 5	2	Junior Fiction, Green Dot, Orange Dot, Biographies, Graphic Novels, Non- Fiction
Year 6	2	Junior Fiction, Green Dot, Orange Dot, Biographies, Graphic Novels, Non- Fiction

Students in Years Prep, 1 & 2 will need to bring their Library Bag each time in order to borrow.

The Library is also open from 8:15 - 8:35 each morning and during break times for children who would like additional borrowing opportunities. Students refer to the timetable on the door as break times vary each term. Students may borrow as many times as they wish, provided they keep to their maximum limit and have returned their previous loans.

Students in Years 1-6 return their books on a weekly basis the day before their class borrowing session to allow ample time for the Library staff to return their current loan/s.

Prep students return and borrow on the same day to transition in to the school routine. Please assist your child/ren to return their books on time to aid/support the circulation process.

Unfinished books can be renewed during class borrowing or during break times. Students are asked to bring the book with them to have the loan extended.

All books are required to be returned by the last Monday of each term except for Term 4, which will be earlier and as advised - please refer to the school newsletter and Team App. Books may be extended over the holiday period during the school year in consultation with Library staff.

Overdue notices are sent home via our automated Library System - *Concord Infiniti*. An email is sent to both students and Parents/carers. Students are asked to return their overdue loans promptly or to see the Library staff if they believe the loan has already been returned. We will make every attempt to assist students to locate any item that may be missing.

For books still overdue after the first notice, a second overdue/recall notice will be sent to remind students to return overdue loans.

Invoices for replacement of lost and damaged items are sent home via the office:

- if books cannot be located
- if books are damaged beyond repair

We look forward to encouraging your child to foster their love of reading through the variety of resources available in our Library.

*There are many little ways to enlarge your child's world.
The love of books is the best of all..*

Jacqueline Kennedy