



Saint Maroun's College



Book Borrowing Policy



BOOK BORROWING POLICY

At St Maroun's College we like to provide students with extra class sets as supplementary texts to help students develop skills in analysing and synthesising information, as is required in the sourcing and studying of related texts in Years 10, 11 and 12.

In order that students learn to respect other people's property and in the interest of maintaining our resources in peak condition we endorse the following book borrowing procedures for each KLA:

- All class sets should be accessioned by the library upon being bought by the college
- These books should be covered and stamped with college the college logo
- Each book should have a numerical code, as per faculty

Loans of these class sets should be allocated on the following basis:

- The class teacher must keep a class list with the name and code of the book, listed against each student's name
- Students are to be informed that the book is college property and is to be treated with due respect
- The student can borrow this book but not keep it
- The student can make notes in the book in pencil only
- The book must be returned and ticked off by the teacher at the end of the relevant unit of work being covered
- If the book is in any way damaged, lost or stolen it is the student's responsibility and the student will incur the current cost to replace it
- If the book needs recovering the teacher must take it to the library

In this way we aim to give students the opportunity to read more than the books on their booklist by giving them the opportunity to access other books whilst teaching them the values of respect and stewardship towards others. It should also ensure against theft, books going missing and school property being maintained in prime condition.

Policy Review

Last Reviewed: November 2013

Approved By: College Principal

Renewal Date: 2015