



## Shorncliffe State School Library Book Overdue Policy

Please see the information below in regards to library policy for managing overdue / lost / damaged books. Should you have any questions please don't hesitate to contact library staff at [library@shorncliffess.eq.edu.au](mailto:library@shorncliffess.eq.edu.au)

### Lost or damaged library books

We understand that accidents happen, and will do our best to repair books where possible. If a student loses or damages a book (that can't be repaired) an invoice will be raised via the office to cover the cost of replacing the book.

### Overdue library books

Students may borrow two books for up to two weeks. After this time they become overdue. Students will be reminded during class borrowing time as to the status of their loans. The library then allows time for the books to be found, however twice a term letters/invoices will be raised to cover the cost of replacing books that cannot be located.

Please see the table below for a term timeline outlining the steps in our overdue policy.

Week	Action
1	
2	
3	Class teacher notified and overdue notice sent home for all books outstanding from previous term.
4	Book(s) must be returned by Friday week 4.
5	Office issues invoice to cover replacement cost for books still outstanding.
6	
7	
8	Class teacher notified and overdue notice sent home for all books outstanding from beginning of current term.
9	Book(s) must be returned by Friday week 9.
10	Office issues invoice to cover replacement cost for books still outstanding.

\*\*Please note - Students who have an invoice raised for overdue / lost/ damaged books will be unable to borrow until the replacement costs have been paid.

