Library Loans Policy

Overview
This policy will guide use of library resources to ensure equitable access for all library users. Resources have differing levels of access, depending on the type and popularity of the resource.

Library Opening hours

<table>
<thead>
<tr>
<th>Term time</th>
<th>Time</th>
</tr>
</thead>
</table>
| Term time                                    | Monday to Thursday 7.30am – 7.30pm  
|                                               | Friday 7.30am - 5pm |
| Weekends/holidays (years 11 - 12 )            | Time          |
| Selected Saturdays during term time           | 9am – 2pm     |
| Selected School holidays                      | 9am – 3pm     |

Loan categories – periods, limits and renewals

Students and non-teaching staff

Resources must be returned before they can be re-borrowed.

Parents and guardians are welcome to borrow on their son’s account. Student loan parameters allow access to these loans.

Borrowable resources

<table>
<thead>
<tr>
<th></th>
<th>Borrowing limit</th>
<th>Loan period</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print books and physical</td>
<td>10</td>
<td>2 weeks</td>
<td>2</td>
</tr>
<tr>
<td>audiobooks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD’s</td>
<td>1</td>
<td>Overnight</td>
<td>1</td>
</tr>
<tr>
<td>Bolinda ebooks and audiobooks</td>
<td>2 ebooks &amp; 2 audiobooks</td>
<td>2 weeks</td>
<td>1</td>
</tr>
<tr>
<td>EBSCO ebooks</td>
<td>10</td>
<td>2 weeks</td>
<td>1</td>
</tr>
</tbody>
</table>

Non-borrowable resources

Resources in the following collections are for use in the library only:

- Reference
- Literature Reference
Teaching Staff

There are no non-borrowable collections for teachers.
Resources must be returned before they can be re-borrowed.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Borrowing limit</th>
<th>Loan period</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print books and physical audiobooks</td>
<td>100</td>
<td>10 weeks</td>
<td>2</td>
</tr>
<tr>
<td>DVD’s</td>
<td>10</td>
<td>10 weeks</td>
<td>1</td>
</tr>
<tr>
<td>Teacher reference</td>
<td>10</td>
<td>10 weeks</td>
<td>1</td>
</tr>
<tr>
<td>Bolinda ebooks and eaudiobooks</td>
<td>2 ebooks &amp; 2 audiobooks</td>
<td>2 weeks</td>
<td>1</td>
</tr>
<tr>
<td>EBSCO ebooks</td>
<td>10</td>
<td>2 weeks</td>
<td>1</td>
</tr>
</tbody>
</table>

Reservations

Staff and students can place up to 1 borrowable resource on reservation.

Returns

Items are to be returned by being placed in the returns shoot at the front desk.

Overdue, lost or damaged items

Overdue notifications are automatically sent via email to borrowers following the below schedule. Three notifications will be delivered, after which a shelf check for the overdue resource will be conducted, and action taken to recover funds to replace the resource if it is not found.

If a lost item is returned, the replacement cost will be refunded.

Borrowers can contact the library at any time during this process to make an arrangement concerning their overdue resource.

Notifications for student overdues are also sent to students’ parent/guardian(s) and mentors to prompt timely return of resources.

See appendix – notification templates for contents of automated emails.
Overdue notification schedule

<table>
<thead>
<tr>
<th>Notification</th>
<th>Sent on:</th>
<th>Sent to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans overdue</td>
<td>Monday after resource becomes overdue.</td>
<td>Student Parent/Guardian</td>
</tr>
<tr>
<td>Escalation #1</td>
<td>2 weeks after Loans overdue notification</td>
<td>Student Parent/Guardian</td>
</tr>
<tr>
<td>Escalation #2</td>
<td>2 weeks after Escalation #1 notification</td>
<td>Student Parent/Guardian</td>
</tr>
<tr>
<td>Escalation #3</td>
<td>2 weeks after Escalation #2 notification</td>
<td>Student Parent/Guardian,</td>
</tr>
<tr>
<td>- Notification replacement cost has been charged to school account</td>
<td></td>
<td>Mentor teacher</td>
</tr>
</tbody>
</table>

The borrower’s most overdue loan will determine the escalation level and they will receive one email of that level for all their overdue loans. Currently Infiniti does not have the functionality to differentiate the escalation level of a borrower’s individual loans.

Authorship
This policy document was created by the Newington College Stanmore Library Team.

Date of ratification
This document was enacted on 04/05/2018
Date for review 04/05/2019
This document is to be renewed on 04/05/2021
Appendix - Notification templates

Loans overdue

Hello [GIVEN_NAME],

The Library item(s) listed below are now overdue:

[ITEM_TITLE] by: [ITEM_AUTHOR].
Due on [ITEM_DUE_DATE].
Replacement cost if item is lost: [ITEM_REPLACEMENT_COST].

Returning the items to the Library by next Friday will avoid further reminders.

Please contact the Library:
• if the item(s) are lost and the replacement cost will be charged to your school account;
• if you think there has been an error regarding this late notice.

Kind regards

Linda Munns-Conry
Head of Library

Newington College Stanmore Library
opening the doors to the best of human thought

K–12 STANMORE K–6 LINDFIELD
200 Stanmore Road STANMORE NSW 2048
Direct · Campus 02 9568 9333
lmunnsconry@newington.nsw.edu.au
http://newington.nsw.edu.au
Hello [GIVEN_NAME],

The Library item(s) listed below remain overdue, as they have not been returned:

[ITEM_TITLE] by: [ITEM_AUTHOR].
Due on [ITEM_DUE_DATE].
Replacement cost if item is lost: [ITEM_REPLACEMENT_COST].

Returning the item(s) to the Library by next Friday will avoid payment being requested.

Please contact the Library:
- if the item(s) are lost and the replacement cost will be charged to your school account;
- if you think there has been an error regarding this late notice.

Kind regards

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200 Stanmore Road STANMORE NSW 2048
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http://newington.nsw.edu.au
Hello [GIVEN_NAME],

Unfortunately, the following library item(s) are not as yet returned to the Library, as requested: [ITEM_TITLE] by [ITEM_AUTHOR]. Due on [ITEM_DUE_DATE]. Replacement cost if item is lost: [ITEM_REPLACEMENT_COST].

According to Newington College policy, if the item(s) are not returned by next Friday, a shelf search will be conducted and if the item(s) are not located, the replacement cost(s) will automatically be charged to your school account. This email has also been copied to your mentor.

You are welcome to contact me, should you have any queries regarding these item(s).

Kind regards

Linda Munns-Conry
Head of Library

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Hello [GIVEN_NAME],

Unfortunately, the following library item(s) are not as yet returned to the Library, as requested. This has been confirmed by a final shelf search.

[ITEM_TITLE] by: [ITEM_AUTHOR],
Due on [ITEM_DUE_DATE],
Replacement cost if item is lost: [ITEM_REPLACEMENT_COST].

According to Newington College policy, the replacement cost(s) for these item(s) has been charged to your school account.

You are welcome to contact me, should you have any queries regarding these item(s).

Kind regards

Linda Munns-Conry
Head of Library