



BORROWING AND OVERDUES POLICY

RATIONALE

At SACS Library, we serve a large population of over 1000 K-12 students and over 200 staff, all with different needs. In the interest of fairness and smooth running of the library, a comprehensive, transparent Overdues Policy is required, and this policy needs to be applied consistently. The basic objective of the Overdues Policy is to educate our patrons to be considerate, responsible borrowers and respect due dates; also that there are consequences for late or no returns. Therefore if patrons do not return loaned items on time, the measures outlined under Overdues Procedure are to be applied.

LOAN PERIODS

All library loans are for a period of **two weeks**. This is extended to four weeks for SACS teacher loans and one year for SACS staff department loans.

Note: When an item is borrowed at the end of the term and where the loan period would expire during the holidays, the due date is adjusted so that the due date would be the first day of the next term instead.

LOAN PERIODS AND RULES

The number of books that patron may have out at one time increases over time.

Year group	Number of loans
Kindergarten	2 books
Year 1 and Year 2	3 books
Year 3 and Year 4	4 books
Year 5 and Year 6	5 books
Year 7, Year 8 and Year 9	6 books
Year 10, Year 11 and Year 12	10 books
Staff	40 books

All patrons should observe the following:

- 1) Check the loan period and due date for the item borrowed before leaving the library.
- 2) Return the borrowed item on or before the date due.
- 3) Renewal: all items may be renewed up to twice, if patrons make the request at the Circulation Desk, *so long as the item has not been reserved by another patron.*

OVERDUES

- 1) Once an item is overdue, the library system (set up by the librarian) will automatically send an email notice to the student and their parents, once a week, alerting them of the overdues.
- 2) If the item is still not returned after the email notices, an overdue letter will be sent by the relevant librarian to the students' parents, with a specified charge for the lost books and an account charging date.
- 3) If an item is returned late but before an overdue letter has been received, there will be no charge.
- 4) If an item is returned late, after an overdue letter has been received, *but before the account charging date* given in the letter, there is no charge.
- 5) If an item is not returned after the overdue notice has been sent, and the account charging date has passed, it will be treated as lost and the patron's account will be charged. The amount charged will be **double the cost price of the item** (this includes administrative costs).
- 6) If an item is returned after the charge date given in the reminder, the patron will have been charged. In this case, **a refund of the cost price of the book** (but not the administrative cost) will be given.
- 7) When a staff member reports losing a title, it is up to the discretion of the librarian as to whether the department is charged a replacement cost for the item.
- 8) Patrons who have lost an item are encouraged to inform library staff at the Circulation Desk immediately.
- 9) Patrons are advised that if they purchase a replacement copy of the lost item and hand it in to the library, this will be accepted and the administrative charge will be waived. This is possible *only before the account has been charged*. All money matters are passed on to the school's Accounts Department. **Library staff do not accept cash payments for lost items.**
- 10) When a staff member notifies the school of their intention to leave, then the staff member must return all items on loan before being signed off from the library.

CONTACT

If you wish to contact library staff to discuss any aspect of this policy, please contact:

In person:	Via phone or email:
St Andrew's Cathedral School Library, Ground Floor Sydney Square SYDNEY, NSW, 2000	Jenny Kemp Head Librarian Email: jkemp@sacs.nsw.edu.au Phone: (02) 9286 9551