



# REIGATE SCHOOL LIBRARY



## Policy Regarding Overdue, Lost or Damaged Books

### **Book and DVD Loans: General Procedures**

- Books are issued on a two-week loan and can be renewed.
- Children will be expected to return books by the end of each term or to renew them for the holidays.
- Books may be borrowed over the holidays except during the summer break.
- When children have two overdue books their accounts will be suspended until at least one book has been returned.
- Children in Years 7 and 8 will be reminded in their regular library lessons to renew or return their books. Other year groups are expected to take full responsibility for their books and to return them by the due date.
- Children with historic loans or multiple overdue items may be asked to see the library manager or their head of year to discuss their account.

### **Charges and Replacements**

- There are no daily fines for overdue books/DVDs.
- Children who have lost a book may be asked to replace it or pay the discounted sum of £6 to the school via the Scopay payment system.
- Before an overdue book becomes chargeable, a letter will be sent home asking parents/carers to help their child to find and return it.
- If the book is not returned and no reply to the letter is received within 14 days, the finance department will contact parents/carers to advise them that a charge has been made against their child's account in Scopay.
- If a child has not returned their books/DVDs by the beginning of the summer term in Year 11, parents/carers will be sent a final reminder after which the finance office will issue an invoice.
- If a library book is returned damaged, parents/carers will be informed, and they may be asked to replace it or pay the £6 charge.
- In the rare case of a dispute arising over lost or damaged books, the matter will be referred to a member of the senior leadership team.