

REIGATE SCHOOL LIBRARY

Procedure Regarding Overdue Library Resources

Book & DVD Loans: General Procedures

- Books are issued on a two-week loan and can be renewed until they have been finished.
- DVDs are issued on a two-day loan or over a weekend.
- Every half term a recall notice for overdue resources is sent to form tutors to remind children to return their items. Children with historic loans (over a term) or multiple overdue books may be asked to see the Library Manager to discuss their account.
- Children will be expected to return finished books by the end of each term or renew them with the Library Manager for the holidays.
- Books may be borrowed over the holidays except during the summer break when they must be returned for stocktaking.
- When children have two overdue items their accounts are suspended (i.e. they cannot borrow further) until at least one item has been returned.
- Children who decline to look for their books or clear their accounts will be referred to their Head of Year.

Charges and Replacements

1. There are no fines for overdue books or DVDs.
2. Children who have lost or damaged a fiction book may be asked to replace it or pay a fee towards its replacement to the school via Tucasi, the online payment system. The fee will depend on the book or DVD, but will usually be at a discount over the Recommended Retail Price.
3. Before a lost item becomes chargeable a letter will be sent home requesting that parents/guardians help their child to find it and return it to the library.
4. In the rare case of a dispute arising over lost resources, the matter will be referred to the Assistant Head with responsibility for the Library.
5. If an item is damaged due to an accident, such as water damage, it is usually written off but if it was due to a lack of care it is liable for payment.