

Dear Parents,

Your Child _____

Is about to become a borrower from the Commercial Road Primary School Library. This notice outlines the key points in the use of the library.

RESPONSIBILITY: For every borrower this means:

- Accepting the responsibility for one or more library items when outside the library
- Taking reasonable care of those items
- Agreeing to replace, or pay for lost or damaged items.

BORROWING TIMES: All grades are timetabled for a borrowing session during the week and students are able to borrow outside set class times.

ITEMS: Children are restricted to the following:

Junior Grades- one book at a time.

Grades 3-6- Three books

LIBRARY BAGS: Library bags **MUST** be used to borrow items. A plastic shopping bag is a suitable library bag as they provide better protection against children's spillages in bags. Children should ensure they have their own bag. Remember: **NO BAG, NO BORROW**

RETURNING ITEMS: There is a securely locked return box just outside the Library door. Returns can be placed in this box any time of the day. They **must not** be returned to the Library shelves.

Note: Items can be borrowed for two weeks after which they must be returned or reborrowed.

OVER DUE BOOKS: The following actions will be taken for over- due books:

A written overdue notice is given to the borrower

A second notice is issued

The item is presumed lost and a 'Lost Notice' is given to the borrower to take home. This notice includes the replacement cost of the item/s

If books are still not returned or paid for a 'Parent Notice' is forwarded home requesting payment and or replacement of the lost books

It would be appreciated if parents could deal with these notices promptly. It is unfair to other borrowers to keep books for longer than the prescribed borrowing times. In addition to this it is costly and time consuming to have to send repeat notices to parents. Please impress on your children the importance of returning books on time.

I have read the attached letter and agree to abide by the conditions as outlined. I understand that in signing below I am accepting responsibility for the payment or replacement of any overdue book which cannot be returned after appropriate notices have been issued.

Childs Name: _____ Grade: _____

Address: _____

Phone No. _____

Parent/Guardian Signature: _____ Date: _____