3.7 Overdues

Items that become OVERDUE/LOST/MISSING/DAMAGED are no longer available to other users – they are a loss to the resources of the school community. Invoices should be issued for these items.

a) The library assistant on duty at the time of a class’s scheduled weekly borrowing time will issue the teacher with a list of overdue loans for their class and for themselves if appropriate.

b) Teachers are asked to remind students to return or renew these items promptly.

c) Teachers are asked to attend to their own overdue items promptly as well.

d) Where a user disputes the overdue notice and maintains that the item has been returned the Library Assistant will initially ask the user to locate the disputed item themselves. If the item is not found but the user maintains it has been returned then the Library Assistant will undertake a thorough shelf check to be absolutely certain that the item has not been returned.

e) The Library Assistant will bring any items not returned by the end of term to the attention of the Teacher Librarian for further action.

f) Items that are lost and/or damaged by the user will be brought to the attention of the Teacher Librarian for further action to be taken.

g) Further action will be the responsibility of the Teacher Librarian after discussion with the Library Assistant and class teachers. Any queries by borrowers regarding these matters after this point should be directed to the Teacher Librarian.

h) Initially a letter to parents asking for help in the return of the items will be issued.

i) Students with long overdue items will be reduced to one loan at a time until the outstanding item is returned.

j) If the matter remains unresolved, the Teacher Librarian will provide to the Principal lists of students and teachers with VERY OVERDUE/LOST/DAMAGED items and associated costs.

k) The Principal may ask the administration assistant to issue invoices.

l) If at the end of the school year an outstanding loan is not reconciled, the item will be marked missing and the amount owed will be added to the student’s fees for the following year.