

## Library Overdue Books Policy

- Students are able to take a maximum of 2 books for a loan period of 3 weeks.
- If they need their books for longer, they are able to renew them in the Library; they just need to speak to Ms. Raven or Mrs. Quantrill.
- If the book becomes overdue the Library will attempt to contact the student to remind them to renew or return the book. All Year 7 & 8 students will be reminded when they come into the Library for a Library lesson.
- Each tutor will receive a list of the students in their form who have overdue books. These lists will be put in the staff trays on a weekly basis.
- If the book is not returned, even after reminders, then further action will be taken:
  - 15 school days overdue- first letter sent to parents/ carers as a reminder; tutors and Heads of Year (HOY) will be informed of the letter. Tutors will be asked to follow up with a phone call home. Non-negotiable behaviour points will be added to the student's record: one point for every week the book continues to be overdue.
  - 15 school days **after** the first letter sent - invoice requesting replacement cost of book or a replacement copy. We will also accept donations of any book in good condition and which could be used in the Library, as a replacement, just to clear the account without undue expense to the student or their family.
  - 15 school days **after** the invoice sent- the matter will be passed on to HOY to deal with.