Rationale
To maintain equitable access to resources, a borrowing policy enabling timely use of resources is vital.

Policy Statement
Borrowing of school resources must be accounted for in a way that meets EQ requirements, and that allows for determination of ability to meet needs for resources. All borrowing must be recorded through the Library management system (OLIVER). Levels of borrowing privilege vary according to whether the user is a student or member of staff, and according to the area of the collection from which the resource is drawn. Where resources are considered inadequate to meet predicted demand the borrowing of those resources may, at the discretion of the Teacher Librarian, be frozen for a set period, overriding any other procedure in this policy. Abuse of borrowing privileges may lead to temporary suspension or reduction of borrowing rights.

Audience
Staff and community

Authorship
Teacher Librarian

Date for review
Three to five years after ratification or upon change in population or collection size of more than 10%.
**Procedures**

**Students:**

- Up to four Fiction books and up to four Non-fiction books may be borrowed at any one time, upon presentation of their ID card. Some resources are marked as borrowing only by Senior students, with borrowing allowed for students from Year 10 second semester. At the discretion of Library staff, the upper limit of Non-fiction borrowing may be raised for Senior students;

- Fiction loans of 2 weeks, which may be extended, provided the book is not reserved by another user. The book must be sighted for an extension to occur;

- Non-fiction loans of 2 weeks, which may be extended, provided the book is not reserved by another user. The book must be sighted for an extension to occur;

- Books presently on loan may be reserved when logged-in through OLIVER, however this will not force an earlier return of the present loan;

- Borrowing will not be possible if students have one or more books overdue, or an outstanding bill for a damaged resource;

- If letters regarding long-overdue books have repeatedly been posted home, the reinstated borrower privileges may be dropped to a lower number of resources at the discretion of the Teacher Librarian;

- Games may only be borrowed for use during second break, signed for upon ID presentation.

- Due to difficulties policing Copyright restrictions, audio-visual and computer software materials are NOT loaned to students. Audio-visual resources may only be used in the Library when viewing facilities are available. Students must complete the form below, copies of which will be kept at the circulation desk, which will be held and then returned to them for bibliographic purposes once the resource is returned to the desk.

<table>
<thead>
<tr>
<th>Student Details</th>
<th>Name:</th>
<th>ID no.:</th>
<th>Date:</th>
<th>Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Details</td>
<td>Call no.:</td>
<td>Barcode no.:</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Year</th>
<th>Media</th>
<th>Where produced</th>
<th>Publisher</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>(Video/DVD)</td>
<td></td>
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</tbody>
</table>
Procedures

Staff:
- A nominal limit of 300 Library and Text-hire resources may be borrowed at a time, Library staff having the discretion to temporarily raise this limit particularly where Text-hire resources are included. Staff may only borrow in their own name;

- Fiction loans of 2 weeks, which may be extended, provided the book is not reserved by another user. The book must be sighted for an extension to occur;

- Non-fiction loans of 2 weeks, which may be extended, provided the book is not reserved by another user. The book must be sighted for an extension to occur;

- Teacher Reference (not Computer Software) loans until the second last week of the semester;

- Teacher Reference Computer Software loans of 30 days;

- Kit loans of 14 days;

- Equipment loans overnight;

- Maps, charts and posters loans until the second last week of the semester;

- Periodical loans overnight;

- Computer Software Systems (CSS) may only be borrowed by the IT HOD or the Network Technician overnight.

- Audio-Visual loans 14 days. Copyright restrictions require that Audio-Visual resources may only be borrowed by staff, on the understanding that the resource is being used for curriculum-related educational purposes. In line with borrowing policy, only the person to whom the resource is being loaned may collect these resources. Please note that previewing by teachers of all resources is recommended to ensure that use complies with any viewing rating or copyright restrictions noted within the recording. Some Audio-Visual resources have borrowing restricted to particular subject areas/ year levels to limit students’ exposure to the program. If such resources are required for other classes, their proposed use must be discussed with the Teacher Librarian, who may consult with the relevant HOD/s.