Text-Hire Borrowing and Returns Policy

7 September 2011

Rationale
Text-Hire exists to provide participating students with print and co-published software resources to support the curriculum. The purpose of this policy is to articulate the procedures followed to ensure this service occurs in a cost-efficient, timely and equitable manner.

Policy Statement
Borrowing and subsequent return of text-hire resources must be accounted for in a way that meets EQ requirements and any related policies, and that assists planning for present and future resource needs. All borrowing must be recorded through the Library Management System (OLIVER). Different borrowing procedures exist for staff and for students, and for different forms of use of resources.

Audience
Staff and community

Authorship
Text-Hire Convenor; Teacher Librarian

Date for review
Three to five years after ratification; upon significant change (+/- 100) in school population in total or any year level; upon significant change in allocated resources; upon change in format of resources; or upon change of the Library Management System.

Procedures
Staff:
Staff members are able to borrow one copy of text-hire titles for individual use from the Teacher Reference collection via the Library circulation desk, to be returned at the earlier of either: upon unit completion; or the second last week of the semester. Staff cannot borrow individual copies from text-hire.

To ensure the efficient and equitable access to text-hire resources:-

- Bookings are by 24 hours notice to Text-hire Convenor by the following:
  1. By phone (856)
  2. By email TextbookHire@sanddistshs.eq.edu.au
  3. Writing on Booking Sheet at Text-hire Desk. (Whenever possible)
- All textbooks borrowed are to be scanned by Text-hire Convenor.
- Bulk Loan collection/return to be within 15 minutes of lesson beginning/end, as collection area is only staffed outside these times for booked Class Individual Students’ collections (e.g. Novels)
- Send adequate student numbers for weight / care of books to be collected.
- Bulk Loans to teachers are for single lessons only to ensure equitable access.
• Please check the number of books returned to carry bags at the end of each lesson, to track books. Bulk loans are in the teacher’s name, and they will be responsible for any loss or damage to texts.
• The Text-hire Convenor will check for overdue books on a weekly basis, and will contact teachers responsible for overdue texts within one week.

Bulk loan borrowing of Reading Program resources as above, with the exception of a borrowing period of 7 days.

Class Individual Student Borrowing:

**Students must be participants in Curriculum Delivery Scheme - See Procedures for Students.**

Individual text-hire borrowing by students for certain textbooks can occur after consultation with the Text-hire Convenor for the following:-

• Class loans by students, as short term loans (e.g. English Novels, HPE Booklets) i.e. Week, Month or Term duration.
• Individual loans to students for assignments and homework.
• English Novels/Plays must be booked in English Booking Book on a term by term basis for fair and equitable access to textbooks. Novels are to be chosen from the relevant year level list, unless otherwise negotiated with the English HOD.
• A borrowing/returning time for class loans must be booked with Text-hire Convenor. Individual students should not be sent to collect/return these resources outside the booked time. If they have missed the booked collection/return time they must see the Text-hire Convenor before school or during breaks. Students should be reminded that they require their ID card to borrow.
• Returning of class loans must be done by individual borrowers and not collected by staff and returned in bulk to Text-hire.
• Individual long term borrowing is via negotiation between HOD’s and the Text-hire Convenor.

**Students:**

**Students are not participants in the Curriculum Delivery Scheme until:**

• Borrowed resources from previous year/s have been returned.
• Previously damaged resources have been paid for, as detailed in the Text-hire Damaged and Lost Book Replacement Policy.
• Previously lost resources have been paid for, as per the above policy.
• Curriculum Delivery Scheme Fee is paid in full or an agreement for part payment has been made.
• Within an academic year, students may revert to non-participant status by failing to return a text-hire resource or failing to pay for a damaged or lost text-hire resource.

**Students participating in Curriculum Delivery Scheme will comply with the following procedures:**

1. A current school ID MUST BE produced when borrowing textbooks.
2. Write Name and Access Group in stamped area at the front of textbook.
3. Write the copy number of the textbook on the timetable for that subject in Student Planner (Diary).
4. Resources must remain in student’s care at ALL times and not left in classrooms.
5. Return ALL resources PROMPTLY when no longer required.
6. Return any books in need of repair to the Textbook Convenor in the Library.
7. Lost, mildewed, vandalised or damaged resources will have to be paid for.
8. DO NOT cover books.
9. DO NOT WRITE in textbooks nor UNDERLINE any text within textbooks.
10. Students MUST immediately report any lost/damaged resources to the Textbook Convenor in the Library.
11. All resources are the student’s responsibility from the time of issue until their return.
12. A charge may be made for any barcode damaged or removed.
13. Any textbook-associated-software that is borrowed is for overnight loan only, should be loaded onto your home computer following instructions on the disc, and the program should be removed from your computer at the conclusion of the academic year / the conclusion of your study of the subject. The school accepts no responsibility for problems associated with loading the software on your home computer.