RELATED POLICIES / PROCEDURES: Curriculum Delivery Policy (see Appendix); Text-hire Borrowing and Returns Policy

Rationale
Text-hire exists to provide resources to support the provision of the curriculum, and in doing so loans resources to individual students for varying times as well as class sets for single lessons. Due to the specialist nature of textbook publishing and the curriculum needs being supported, these resources may require use for a decade or more. To ensure adequate resources are maintained in an economic manner, a policy is needed to account for books or CDs lost or damaged by individual borrowers. The purpose of this policy is to articulate the procedures followed and the criteria applied in the recovery of costs for damaged and lost resources.

Policy Statement
Borrowers will be charged a cost recovery for resources in their name that are damaged on a sliding scale based on the number of times the resource has been borrowed, set out in the following Procedures. Procedure 4 outlines cost recovery for lost resources. If the damage to a book is minimal and restricted to an area that may be trimmed or repaired, the Text-hire Convenor will have the option to charge a trimming/repair fee rather than the sliding scale fee. Some books may not be able to be trimmed, due to printing, binding, the nature of damage and/or subsequent mould, or previous trimming or repair. If a CD is available for purchase separately from its associated text book, costing for any lost or damaged CD will be based solely on the price of the CD, otherwise replacement of both CD and book will be charged. After the date of this policy implementation, those texts trimmed which are no longer able to be further trimmed will be stamped accordingly, to assist in assessment at return.

Audience
Staff and community

Authorship
Teacher Librarian

Date for review
Two to four years after ratification. The trimming fee will be need to be re-assessed on an annual basis.

Procedures
1. Students will write their name, access class and date of borrowing in the stamped box in the front of books to reduce chances of loss of the book. They will also be issued with a notice outlining conditions of use (See Appendix below). The “Condition” column on books will no longer be marked. Any pre-existing damage will be noted by a staff member and initialled and dated. The conditions of use include an instruction to students to immediately inform the Text-hire Convenor if any damage to the resource is found.

2. Returned resources are assessed at the time of return for condition. Any damage is checked against notations by staff. Any new damage will result in cost recovery based on the sliding scale (see Point 3), unless it is an area the Text-hire Convenor considers is able to be remedied by trimming or repair. Some books may not be able to be trimmed or repaired, due to printing, binding, moisture damage and/or subsequent mould, or previous trimming/repair. Upon return from trimming, books will be reprocessed (covering; relabelling or rebarcoding where necessary); and where applicable stamped not able to be further trimmed. Billing will occur based on the relevant percentage of the recorded purchase cost, or the set trimming cost. For 2011/2012, trimming cost is set at $5.00. If the percentage of recovered cost is paid, the text becomes the property of the payee.
3. Damaged resources will have their number of times borrowed checked on the Library Management System, and a bill created according to recorded cost and times borrowed using the sliding scale. The sliding scale is as follows:

<table>
<thead>
<tr>
<th>Times borrowed</th>
<th>Recovered cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>New on issuing</td>
<td>100%</td>
</tr>
<tr>
<td>Second borrower</td>
<td>95%</td>
</tr>
<tr>
<td>Third borrower</td>
<td>90%</td>
</tr>
<tr>
<td>Fourth borrower</td>
<td>85%</td>
</tr>
<tr>
<td>Fifth borrower</td>
<td>80%</td>
</tr>
<tr>
<td>Sixth borrower</td>
<td>75%</td>
</tr>
<tr>
<td>Seventh borrower</td>
<td>66%</td>
</tr>
<tr>
<td>Eighth borrower</td>
<td>55%</td>
</tr>
<tr>
<td>Ninth borrower</td>
<td>44%</td>
</tr>
<tr>
<td>Tenth borrower</td>
<td>33%</td>
</tr>
<tr>
<td>Eleventh borrower</td>
<td>22%</td>
</tr>
<tr>
<td>Twelfth borrower and after</td>
<td>10%</td>
</tr>
</tbody>
</table>

4. As the condition of lost/unreturned resources cannot be ascertained from the Library Management System, these resources are charged at full cost price.

**Appendix**

Curriculum Delivery Policy

NOTICE TO ALL PARTICIPATING STUDENTS

In line with the Curriculum Delivery Policy, all students must comply with the following procedures:

1. A current school ID MUST BE produced when borrowing resources;
2. Write in the stamped area at the front of the text book your NAME, DATE AND ACCESS GROUP upon issuing of books;
3. Resources are checked upon return. If any damage is noticed, report and return the resource to Text hire as soon as possible after being issued;
4. Text hire resources may be loaned for varying periods. Class teachers or the Text book Convenor will advise the return date for these resources;
5. All resources MUST BE RETURNED before a student departs during the school year;
6. Resources must remain in YOUR care at all times and are not to be left in classrooms;
7. Resources are YOUR RESPONSIBILITY from the time of issue until their return;
8. Students MUST immediately report any lost or damaged resources to the Text book Convenor;
9. A charge can be incurred for a barcode damaged or removed from text hire resources;
10. Students DO NOT underline, highlight or write in your text book. DO NOT recover or attempt to repair any damaged books. KEEP text hire resources dry – wet or mouldy books will need to be paid for.
11. Lost, mildewed or damaged text hire resources MUST BE paid for before you can continue to borrow resources. A payment scale for damaged resources is detailed at the school website [http://sanddistshs.eq.edu.au/wcmss/index.php/Principal-s-Welcome.html](http://sanddistshs.eq.edu.au/wcmss/index.php/Principal-s-Welcome.html) - go to our school/policies and procedures/text-hire damaged resource replacement policy. Once paid for, damaged resources become the property of the student to be collected at text hire counter.

Failure to comply with these procedures results in the withdrawal of services or privileges.

MRS J GENTLE      MRS F HUBBARD
PRINCIPAL      A/TEXTBOOK CONVENOR