



Think Big, Chase Dreams, Succeed Together.

Library Policy

Status:	Approved
Policy Owner:	Lyndsey Walsh
Next review due:	June 2027

1. Overdue, lost or damaged items

The school library's priority is to provide students and staff with quality resources.

Library users are expected to comply with the prescribed lending arrangements, including care and return of resources.

2. Loan Durations

No books will be loaned to year 11 when there are fewer than 4 weeks remaining before they leave school (unless agreed with the librarian on a case-by-case basis).

Resources are loaned for 4 weeks from the date issued. This will be automatically extended if the return date would fall within a school holiday.

If a library user wishes to keep a resource for longer than 4 weeks, they can ask the school librarian to renew their book for another 4 weeks. On the first occasion, users do not need to provide the book. If library users wish to renew their loan beyond this, they will need to bring the book with them for the librarian to view.

Renewals will not be possible if the book has been reserved by another library user but students can renew their books as many times as they'd like when another student has not placed a reserve on it.

3. Lost or damaged books

There will be no charge for overdue resources, however lost or damaged resources must be replaced by a book of a similar nature or a fee of £4 per item will be added to parent pay for lost or damaged resources. Replacement books must be in good condition but can be second hand. Students, parents and guardians may source replacement books from charity shops, their own collections, or second-hand selling platforms such as eBay/Amazon/Vinted. The books must be suitable for students between the ages of 11-16.

4. Overdue book reminders procedure

In The library will provide reminders and notifications about overdue loans, both to students and to parents/guardians/carers.

After all reminders and notifications have been sent, items not returned 50 days after the book should have been returned will be deemed lost. Ten days will be allowed for a replacement to be provided to the school library. After this time, £4 will be added to parent pay.

The library may decline to issue resources if a student has an outstanding overdue item, or a record of repeatedly misusing library materials.

1st renew without book.

Future renewals – book must be present.

1 day over due date - librarian/student librarian/student receptionist will deliver a reminder slip to student with details of the book(s)

7 days over - librarian/student librarian/student receptionist will deliver 2nd reminder slip to student with details of the book(s)

14 days over - Reminder 1 via the Shuttleworth app to parent/guardian/carer

21 days over - Reminder 2 via the Shuttleworth app to parent/guardian/carer

28 days over - Reminder 3 via the Shuttleworth app to parent/guardian/carer

35 days over - Text home with details of the book(s)

42 days over - Phone call home with explanation of book replacement procedure

50 days over - Lost/damaged beyond use/no return a week after call home: book(s) now classified as lost. Student informed that a charge will be added to parent pay if no acceptable replacement is provided within 10 days (see notes above on acceptable replacement).

60 days over - Failure to do return the book or provide an acceptable replacement - £4 fee added to parent pay.