

LENDING PROCEDURES FOR SCHOOL RESOURCES

- Students are able to loan school resources on a borrowing system
- Resources are loaned by students for a period of time to be returned to the Resource Centre before the due date
- Students can negotiate to extend due dates with Resource Centre staff if they are still using the resource
- It is the responsibility of the student to return school resources before the due date in the same condition when borrowed
- Students are regularly reminded through Home Group to return any overdue school resources
- There are lending restrictions for students who have overdue school resources:
 - Students can borrow textbooks which are required for learning:
 - In this instance:
 - The subject teacher will provide access to the textbook for use in the classroom (returned at the end of each lesson)
 - If sections of a textbook are required for homework, Resource Centre staff will photocopy the relevant pages for the student
 - Where available, electronic versions of textbooks can be provided to the student
- If overdue school resources are not returned, families will be invoiced