

2016 Library Usage and Borrowing Agreement

The Junior and Senior School Libraries are facilities for the use of all members of the St Andrews Lutheran College community. From the library appropriate to their year level, each student has access to a wide range of resources and tools to assist in their learning. These are designed to develop a desire for life-long learning and a love of reading.

Borrowing Conditions

In accessing these resources, all students acknowledge responsibility to:

- Care for the resources in the Junior/Senior Library
- Ensure materials are borrowed via the check-out desk
- Return materials on time, and in good condition
- Respect the rights of others to learn and be safe in the Library
- Abide by the Library Essential Agreement (Junior Library)
- Replace or pay for damaged or lost materials

If resources are damaged, or not returned, students will be unable to borrow until the matter is resolved.

MIDDLE & SENIOR SCHOOL TEXT BOOKS

All textbooks are provided by and remain the property of the College and are redistributed each year. Each student is responsible for all textbooks allocated to them.

Conditions for Use of Textbooks

- **Students must not write on or mark any page in any way.**
- **Students must keep books away from food and moisture.**
- **Students must ensure their name is clearly written in the space provided in the front of each textbook and are encouraged to check periodically to ensure they have the correct textbooks.**
- **Students must not borrow or lend textbooks to fellow students.**
- **Treatment deemed to be “unreasonable wear and tear” will result in a full new replacement charge.**
- **Students who damage another student’s textbook, will be responsible for costs incurred.**
- **Lost textbooks will incur a full new replacement charge.**

INITIAL ALLOCATION OF TEXTBOOKS

Each student will be allocated resources for 2016 provided:

- Items have been returned on time and in good condition from the previous year.
- Damaged or lost materials have been replaced or paid for.

Students will be unable to borrow until outstanding issues are resolved.