

Book Hire



1 Terms and Conditions

- Book Hire will supply all textbooks and novels used by the student for as long as they are needed (the exceptions are the Bible and English Dictionary).
- Students must present their ID cards when obtaining and returning books.
- Books issued to students are to be kept in good condition for the period of the loan. Any book seriously ruined or having answers written in them, will need to be replaced by the student.
- A replacement fee will be charged for any lost books (non-refundable). Refunds cannot be given if the 'Lost' book is subsequently found.
- Books not returned within 7 days of the due date will be automatically charged a late fee and/or replacement fee. Due to tight time constraints at the end of the year, no books returned after the due date will be accepted as replacement books would have already been ordered and paid for by the College. **It is the student's responsibility to ensure all books are returned on time and in good condition.**
- Costing of Book Hire is as follows:
 - Years 7 - 12 For all new and continuing students a levy of \$110 is payable per year.
 - Years 5 - 6 For all new and continuing students a levy of \$50 is payable per year.
 - All parents will assign their Government Textbook Allowance cheque to the Scheme. All levies will be charged to College Fees account in Term 1.
- If a student leaves the College during the year, a refund of the Textbook Allowance will be made on the basis of a 40 week school year. The refund will be 40 weeks less the number of weeks the student has been enrolled, divided by 40 weeks and multiplied by the Government Textbook Allowance.
- The amount of refund will be reduced by the cost to Book Hire of replacing lost or damaged books.
- Students enrolling at the College part way through the year and joining Book Hire will pay an amount equal to the number of weeks remaining in the College divided by 40 weeks and multiplied by the Government Textbook Allowance. Students transferring from other QLD schools should request a refund from their departing school and have it paid directly to St Joseph's College Gregory Terrace.

2 Student Expectations

1. All required books should be included in your pack. Please report any discrepancies immediately to Book Hire. **You** are responsible for the books issued to you.
2. Write your Name, the Year and your House inside the front cover where indicated by the Book Hire nameplate. **This is important** so that you can identify your book in the classroom.
3. It is the **BORROWER'S** responsibility to return all books to Book Hire.

3 Dos and Don'ts

Parents and students are reminded that the books remain the property of Book Hire. Here are some useful "Dos and Don'ts".

- DO NOT lend your books to other students. They should have their own. YOU are responsible if they don't return them or they are damaged.
- DO NOT vandalise your books, which means NO circling around numbers, NO graffiti etc.
- DO NOT leave your bag out in the weather unzipped.
- DO check all the books issued to you. PARENTS please follow up with your son to check all books have been returned.
- DO use the College's school bag. This is College policy and these bags have a firm base which offers protection to the books. The bags are also waterproof when zipped up. (Soft bags can be the reason for damaged books.)
- DO try to separate food from your books. Many books suffer from food and water stains which cannot be repaired.
- DO try to separate sporting clothes/equipment from your books. Wet swimming gear, rugby boots etc can destroy your books.
- DO clean your bag out occasionally!

Responsible Officer		Book Hire Coordinator
Review		Annual
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Business Manager	1.0	October 2017