

POLICY STATEMENT: LIBRARY – RE: STAFF BORROWING

RATIONALE

To keep track of materials in the VI Form Library and Main Library in order to minimise loss and thereby ensure that each curriculum area is resourced sufficiently.

PURPOSE

- To inform staff of the procedure to be followed when borrowing/returning Library materials.

GUIDELINES

- When borrowing boxes/project packs for class use, a printout is always supplied, detailing the nature of the contents. It is important that items are checked against the printout at the end of the lesson before the materials are returned as the replacement cost for any losses will be requested from the subject dept.
- As Reference items are now also security tagged, it is necessary to obtain prior permission from the Library Co-ordinator if these items have to be removed temporarily from either Library.
- If staff choose to borrow books on their card and then give them to pupils, staff will be responsible as usual, for any losses incurred on their card and requested to pay the replacement cost.
- It will be appreciated if colleagues can contact the Library Co-ordinator after receiving an overdue reminder, if there is a problem returning an overdue item.

CONCLUSION

Library facilities are there to serve the needs of all users and to support and enhance the curriculum across all subject areas.

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