



## **Learning Resource Centre (LRC) Loans Policy**

The Learning Resource Centre has had a wonderful response from your children. We have now introduced new and truly remarkable software called ECLIPSE in the LRC. This software uses advanced technology to access, not only resources in the LRC, but also an infinite amount of electronic resources. Because of ECLIPSE, we are sending out a new Learning Resource Centre Loans Policy. Please read through this policy and sign, detach and return the agreement slip below to the School Reception.

### **Hours**

Monday to Friday, 8:00am to 4:00pm (subject to events, activities, etc)

### **Borrowing Limits**

All students are allowed to borrow up to 3 resources at a time.

### **Loan Periods**

Fiction and Non-Fiction resources may be borrowed for 15 days.

DVDs and Audio Books may be borrowed for only 7 days.

All items may be renewed by taking them to the loans desk, unless a reservation has been placed on them. Students may make a reservation by logging into ECLIPSE using their school details.

### **Loans Procedure**

Using ECLIPES allows for minimal errors during borrowing procedures.

When the student has selected their library item(s) that they wish to borrow, they are required to take them to the loan desk. The library assistant will then ask the student their full name and using the biometric fingerprint scanner, open their account and the item will then be added onto the student's account. An item may be taken out on loan before school, lunch time, during their library period, or after school.

## **Library Returns**

The student is required to take their borrowed item to the returns desk.

### **Overdue, Lost, or Damaged Items**

1. Any student with an overdue item will not be able to borrow any other resource in the LRC until the overdue item is returned.
2. Overdue notices are sent out to student, via school email, weekly.
3. Once an item is more than two weeks overdue, a second overdue notice will be sent home to the parents/guardians.
4. If after four weeks the item has still not been returned, the Finance department will send out an invoice to the parents for the cost of replacing the item.

All lost and damaged items will be charged through the LRC at the replacement cost in the same manner as an overdue item. A full refund will be issued if the item is found and returned in good condition within 30 days of payment.