

Student Borrowing Rules

Fiction Books

eBooks & Audio Books	The Library has a selection of eBooks you can borrow for 2-3 weeks, they are available for download on your device. These books will automatically check themselves in.
Fiction	May be borrowed for two weeks.

Non-Fiction Books

Non Fiction	7 Day Loans. Overnight Loans These items may be reserved during the day and collected after the last class of the day.
Reserve Items	High demand and valuable items may be held at the circulation desk. These items may be reserved for borrowing during the day and collected after the last class.

Overdue Notices

Lists of overdue books, lost books and holds are available to students via email to the tutor teacher EVERY DAY. It is the responsibility of the student to ask their teacher to see their overdue notices and make themselves familiar with them, checking each day.

Outstanding items can be seen on the daily overdue notice under the column 'Title'. The 'Block' columns shows whether an item is lost or overdue.

Accounts will be sent home to parents/guardians for books that are lost or not returned to the Library.

Suspension of borrowing rights

Suspension of borrowing rights may occur at the discretion of the Library Staff. Alternatively if students have had items overdue for an excessive period of time, they may also have their borrowing rights suspended.

Clearance of outstanding amounts, or the return of listed material is essential if the student wishes to continue to borrow material.

Please Note: All overnight and reserve items MUST BE RETURNED before Period 1 of the next day. English class sets, Speech and Drama and some other department texts housed in the special collections may be borrowed by students. However, students are not able to borrow further material from these collections until all overdue material has been returned.

