



# CRONULLA SOUTH PUBLIC SCHOOL

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THE SCHOOL BY THE SEA.....

To Parent/caregiver

The school will be shortly undertaking a library stocktake so please refer to the information below outlining the school's expectations as well as the attached outstanding current loans report. It would be greatly appreciated if all current loans could be returned to the library as soon as possible.

## Library Expectations

### **Borrowing**

It is expected that all students will return and borrow or renew their books during their allocated time in the Library each week.

It is important for students to build a sense of responsibility and develop the borrowing habits and skills that lead to effective use of resources.

Aside from their allocated time in the Library, students may return their books at any time by leaving them in the return box. Borrowing or renewing books can also be done at lunchtimes and most afternoons.

If a student does not return and borrow or renew their books for 3 consecutive sessions, meaning their books are at least a week overdue, they are conferenced on the need for them to return their books and the expectation is that they will return and borrow the following day.

### **Unaccounted for / Overdue Books**

1. Student lets me know that the book/s are at home, they have been returned or that they did not borrow them.
2. Student is asked to check on library shelf.
3. If the book/s are not located in the Library the student is asked to check their classroom. Usually this involves checking under their desk, in their tote tray, class libraries and among take home readers.
4. I ask the student to ask a parent to check at home and send a note showing me that someone has had a 'mum and dad' or carer look as opposed to a student look. I am then able to utilise this note in my stocktake, as the school is accountable for all of its resources.
5. If you are unable to locate the overdue library books, it would be appreciated that payment be made to the school office to cover the replacement charge of the book.
6. Following return of the overdue library books or payment, the items are removed from the student's account and they can return to borrowing.

Please note that I cannot allow a student to continue to borrow if they have overdue / unaccounted for items.

I am sure you will appreciate we must maintain a system of accountability and follow a fair process, which in this case provides all benefit of doubt to the student once confirmed by a parent.

Thank you

Arthur Taylor  
Librarian

Natalia Greguric  
Principal