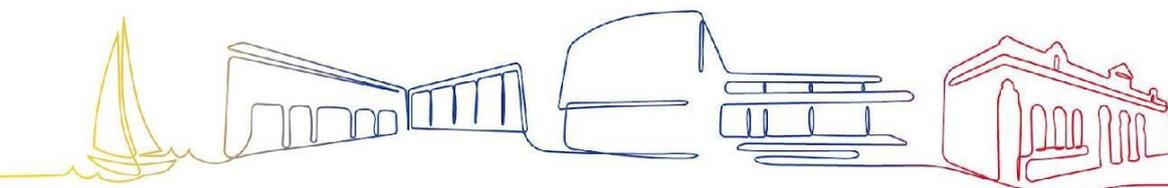




WILLIAMSTOWN
HIGH SCHOOL

Library Resources Policy

Review cycle	Annual
Department of Education DE requirement for local policy	Not required
Source of requirement	Not applicable
Consultation requirement	Recommended with School Council
Approval requirements	Principal
Developed/Approved	28/03/2025
Due for review	01/03/2026



HOLD FAST

Library Resources Policy

1. Rationale

Williamstown High School is a multi-campus school with a lending library at each campus. The libraries provide resources which enrich the curriculum and encourage recreational reading among the school community. Borrowers are expected to exercise responsibility and agency by following the libraries' lending rules.

2. Purpose

- To ensure procedures for handling lost/damaged resources are consistent across both campuses.
- To discourage borrowers from losing or damaging library resources in the future.
- To recoup financial loss through lost/damaged school resources.

3. Implementation

Lending Rules for Students:

Resource	Bayview Street Campus	Pasco Street Campus
Books	6 item borrowing limit All loans are for 4 weeks	10 item borrowing limit All loans are for 4 weeks
CAS/Scientific Calculators	N/A	1 item borrowing limit 24 hour loan
Cameras and camera equipment	N/A	4-week max. loan
C-Pen (text-to-speech reader)	1 item borrowing limit 4-week max. loan	1 item borrowing limit 4-week max. loan
Macbook/iPad	N/A	4-week max. loan

4. Specific procedures

Borrowing

Books: Must be loaned out via the Library Managers using Access-It

CAS/Scientific Calculators/C-Pen: Must be loaned out via the Library Managers using Access-It

Cameras/Equipment: Must be loaned out via the Library Managers using Access-It after providing the completed 'extended loan form' from the Media/Arts/Photography Teacher.

Macbook/iPad: Loaned out via the Media/Arts/Photography Teacher.

Overdue Notices

The sequence of overdue emails is consistent across both campuses and students are unable to borrow further items from the library until they have returned or renewed all overdue items.

The following process applies for the items outlined in this policy when borrowed from Williamstown HS Library:

Access-It (library management software) generates the following automated messages to the borrower's email:

1. **3 days before the item is due** – Reminder sent to student to return the item/s (N/A for overdue calculators)
2. **On the due date** – Reminder sent to student to return the item/s or renew
3. **2 weeks after the due date** – Overdue notice sent to student

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4. **4 weeks after the due date** – Overdue notice sent to student and parent/guardian.

5. **6 weeks after the due date** – Overdue notice sent to student and parent/guardian.

Library and Admin staff process the following:

6. **Week 7 of each term** - overdue student lists distributed to homegroup teachers

- a. Library Manager to generate a list of all overdue items sorted by homegroups and distribute to homegroup teachers.
- b. Homegroup teachers to follow up with students/parents.

7. **Week 8 of each term** – Final Notice letter on Compass.

- a. Library Managers to general list through Access-It of students who have items that are overdue by 8 weeks or more.
- b. Library Manager to post Compass Chronicle using the 'library overdue books' template, with the following message '*[student] has overdue library items on loan. Please return these items before the end of term to avoid incurring replacement fees - see the attached letter for more information*' and attach the completed proforma letter (appendix 1).

8. **Week 1 of the following term** – invoice students for lost/damaged items

- a. Library Manager to general list through Access-It of students who still haven't returned the items after the 8 week overdue notice and email the student list and number of items/amount to invoice to the relevant campus Office Manager.
- b. Office Manager will then create a Compass 'event' for invoicing the family per term, per campus using the relevant fee codes.
- c. Library Manager to mark student's invoiced items as 'lost' in AccessIt. This will remove the item from appearing on future exports.

9. **Mid-Term** – Request list of paid invoices.

- a. Library Managers to request a list of paid invoices from the Office Managers and mark those items as 'voided' in Access-It and allow students to borrow again.
- b. Library Managers to re-order items using the recouped funds.

Cost Recovery

The below table outlines the chargeable amount for each resource included in this policy. Families will be invoiced the amounts listed below if the item is damaged or lost.

All families will receive a formal warning notice prior to being invoiced. If no payment is recovered, the students access to borrowing will continue to be restricted unless otherwise agreed by leadership.

Item	Value	Value	Value
Books	\$15	Trigrip Diffuser	\$150
CAS/Scientific Calculator	\$250	85 mm lens	\$200
Apple Macbook	\$2000	10 mm lens	\$400
iPad Pro with Apple Pencil	\$1400	55-250 mm lens	\$200
C-Pen	\$330	Gymbal - DLSR	\$700
Cameras	Value	Gymbal – Phone	\$250
Canon 600D	\$650	LED lighting panels	\$350
Canon 700D	\$600	Lighting Wand	\$75
Canon 750D	\$550	Memory card 32 gb	\$30
Canon EOS 1300	\$450	Charger	\$50
Canon 1500D	\$400	Tripod	\$50

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Polaroid camera	\$100	iPhone Tripod	\$20
Harman reusable camera	\$50	Lapel Microphone	\$300
Fisheye camera	\$90	Nanlite Panel Light	\$400
Diana F+ camera	\$150	Podcast Microphone	\$200
4K Sony digital video camera	\$1100	Zoom microphone	\$350
Equipment	Value	Manfrotto Tripod	\$630
SD Card Reader	\$70	Directional Rode mic	\$300
18-55 mm lens	\$150	Windshield Rode mic	\$200
24 mm lens	\$500		

Damaged items - Books

If a book is returned to the library damaged, several factors will be considered:

- The student admits to the damage
- The purchase date of the book
- Whether multiple copies of the book are available

Example 1: A student returns a library book which was purchased by the library less than six months earlier. It has noticeable water damage to the pages. This is the only copy of the title in the library. The student will be invoiced a flat fee of \$15, as per the cost recovery procedure above.

Example 2: A student returns a library book which was purchased by the library more than five years ago and has been in heavy rotation. Several pages are torn or missing. Multiple copies of this title exist in the library. The student will not be invoiced, and the book will be voided from their account.

Invoicing for damaged items will be determined through a conversation with the student and the library manager.

5. Evaluation and Review

This policy will be reviewed annually to confirm/enhance internal control procedures.

Proposed amendments to this policy will include consultation with Administration Staff, Leadership Team, Finance Sub-Committee and School Council.

6. Consultative process

This policy will be communicated to our staff through annual staff briefings and meetings.

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Appendix 1 – Final Reminder Letter

Letter to be developed on WHS letterhead.

[Date]

Dear Parents/Guardians,

Re: Overdue Library Item/s

We write regarding items on loan from the Pasco / Bayview library that have not yet been returned.

According to our records, your child/ren has/have the following item/s on loan:

- Item, issued [date]

In accordance with our *Williamstown High School Library Resources Policy*, this is our final reminder to please return the item/s as soon as possible.

We would appreciate it if the item/s could please be returned to the Bayview / Pasco library before the end of term **[# insert term number]**, 2025. Please be advised that should the item/s not be returned; an invoice will be issued to the value outlined in the Library Resources Policy.

For more information on our policy, please visit our website.

[Staff members name]
Library Resource Manager

[Staff members name]
Business Manager

Appendix 2 – Pasco Media Camera & Equipment Borrowing Form

EXTENDED LOAN FORM CAMERA & EQUIPMENT BORROWING

Iof Home Group accept full responsibility for the equipment whilst it is temporarily in my care and acknowledge and accept the lending rules and cost recovery guidelines stated in the Library Resources Policy.

Agreeing and signing this form covers the student to loan the required equipment at any point during the current school year. The student must still loan the equipment out via the Library.

Borrower's signature:	
Parent/guardian name:	
Parent / Guardian signature:	
Date:	
Camera/Equipment on Loan:	

Approved by Media/Arts/Photography Teacher: _____

Signature: _____ Date: _____

Arts / Photography / Media Equipment Value.

Please note that the school has several models of camera, lighting equipment and microphone of varying value available for loan. It is important that you understand that some of the equipment is significantly more valuable than others. Additional liability will be incurred in regard to more expensive models. Please see the table below for an indication of the value of each item.

As part of borrowing a camera there are a number of additional items that are included. To ensure that all equipment is available and usable for all students, these items need to be accounted for each and every time the equipment is returned.

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Appendix 3 – Pasco Media Camera & Equipment Borrowing Form

LIBRARY LOAN FORM C-Pen

Iof Home Group accept full responsibility for the equipment whilst it is temporarily in my care and acknowledge and accept the lending rules and cost recovery guidelines stated in the Library Resources Policy.

Agreeing and signing this form covers the student to loan the required equipment at any point during the current school year. The student must still loan the equipment out via the Library for each use.

Borrower's signature:	
Parent/guardian name:	
Parent / Guardian signature:	
Date:	

Approved by Inclusive Education Leader: _____

Signature: _____ Date: _____

Below includes details about the C-Pen and the chargeable amount if the item is damaged or lost, as stated in the Library Resources Policy. Families will be invoiced the amounts listed below if the item is damaged or lost. All families will receive a formal warning notice prior to being invoiced. If no payment is recovered, the students' access to borrowing will continue to be restricted unless otherwise agreed by leadership.

C-Pen ReaderPen is a convenient portable tool to support independent reading and literacy
Value: \$330

