**Overdue and Damaged Book Policy**

**Lending procedure.**

Students are able to borrow two books for two weeks from the Discovery Centre. The date of return is written inside the front of the book. All students are able to log on to the school library system (Oliver) in order to see when their books are due back. Books borrowed from the Discovery Centre can be renewed at any time to extend the loan period should students need it.

**Damaged books.**

If a book is lost or becomes damaged while in your child's possession, please encourage them to come and talk to us in order to find a solution. If a book is lost or returned damaged, parents/guardians will be asked to replace it with a suitable replacement copy or notified, and the replacement cost added to ParentPay.

**Overdue books.**

If a borrowed book is not renewed after two weeks, it becomes overdue. After this time, reminders will be issued to students as follows:

* First Reminder – When a book is two weeks overdue, students will receive a reminder from their tutor and an email reminding them to return or renew their book.
* Second Reminder - after a further two weeks (four weeks overdue), students will receive a request from their tutor and an email reminding them to come and speak to one of the librarians.
* Third Reminder – after a further two weeks (now six weeks overdue), parents/guardians will receive an email asking them to encourage their child to have a good look for the book.
* Final Letter to Parent – after the book is 8 weeks overdue, parents/guardians will receive an email notifying them that the replacement cost of the book will be added to ParentPay unless they have provided a suitable replacement. Tutors and heads of year will be copied in for reference.

All of these dates make allowances for school holidays. At all times, students are encouraged to come and have a friendly chat with the librarian to discuss any concerns or problems as soon as possible.

Students are not permitted to borrow resources from the library until overdue books are returned or replaced.

**Return of books before leaving Melksham Oak School**

Books from the Melksham Oak Discovery Centre are the property of the White Horse Federation and should be returned in a satisfactory condition before a pupil is unenrolled from the school. Parents/guardians of students, with books still outstanding, will receive an invoice to cover the cost of replacement.