Dear parents and students

Assalamu Alaikum Warahmatullahi Wabarakatuhu

Please read and sign the following agreement for 2015 school year.

All students may borrow books every week to take home under the following guidelines.

1. Borrowing limits

<table>
<thead>
<tr>
<th>Grade</th>
<th>Borrowing Limits</th>
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<tbody>
<tr>
<td>Prep, Year 1, Year 2</td>
<td>may borrow 1 item.</td>
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<tr>
<td>Year 3, Year 4</td>
<td>may borrow up to 2 items.</td>
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<tr>
<td>Year 5, Year 6</td>
<td>may borrow up to 2 items.</td>
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<tr>
<td>Years 7, 8, 9, 10, 11, 12</td>
<td>may borrow up to 4 items.</td>
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</table>

2. The loan period for all grades is one week. All books can be renewed but they must be present at the time of renewal. For special projects, loan limits can be extended. Students in all grades are encouraged to visit the library to exchange books between regularly scheduled class visits.

3. If items are overdue, the librarian will issue an overdue notice to the class teacher to encourage students to return borrowed items. If students do not return overdue items they may not borrow any items until they return them.

4. Students are required to bring a library bag for borrowing. Library bags should be large enough to easily contain a picture book. Library bags will protect the books from leakages and bending in school bags. You may purchase a library bag from school for a small fee.

5. Students cannot exchange or loan library items with each other.

6. All damaged items should be reported to the library as soon as possible and Parents are requested to avoid repairing books at home.

7. If your child loses the borrowed item, sufficient time will be given to find the item, if the item cannot be found parents need to pay the replacement cost to the school. To prevent unnecessary expense parents are asked to ensure that care is taken of these items when at home and returned when due.

8. No borrowing is permitted during the two-week period prior to the end of each term. All borrowed items must be returned before the end of term.

9. Students must return a signed Library Borrowing Agreement before they may use the library, and as outlined in the agreement, parents or guardians will be required to pay for books lost or damaged while borrowed or being used by the child.

10. **Library Safety and Rules**

Rules dealing with care and respect for resources, furniture and community are strictly enforced.

Both parents and students are requested to sign and return library borrowing agreement to the school so that our students can enjoy their library time.

Yours in Islam

Librarian

Address: 724 Blunder Road, DURACK QLD 4077
Email: admin@aiic.qld.edu.au
Tel:(07) 3372 1400  Fax:(07) 3372 2500
Web: www.aiic.qld.edu.au
Library Borrowing Agreement - 2015

I, ____________________ have read and discussed with ____________________ in ______ the library guidelines.

I agree that, if my child damages or loses to the library item borrowed under his/her name I will be responsible for reimbursing the school the cost of that item. I am aware that if my child loses or damages library items more than 3 times he/she will not be allowed to borrow library items for the rest of the semester. I understand the borrowed items must be returned to the library in the same condition as it was borrowed.

My child is aware of the borrowing guidelines and understands that he / she must have a Library Bag with him/her in order to borrow library items on the library day.

Parent’s Signature: ___________________________ Date: ______ / _____ / ______

Student’s Signature: ___________________________ Date: ______ / _____ / ______