

**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**

Dear Parents and Students,

Please read and sign the following Library Borrowing Agreement form for the 2019 school year.

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

1. Borrowing limits

| | |
|--------------------------------|---------------|
| Prep, Year 1, Year 2: | 1 item |
| Year 3, Year 4: | up to 2 items |
| Year 5, Year 6: | up to 2 items |
| Years 7, 8, 9, 10, 11, and 12: | up to 4 items |

2. The loan period for all grades is one week. All books can be renewed but they must be presented at the time of renewal. For special projects, loan limits can be extended. Students in high school are encouraged to visit the library to exchange books during lunch play time. Primary school students may borrow/return books during regularly scheduled Library Sessions.

3. The library will be open for printing/reading/study/returns/loans at the following times

| Primary School | | High School | |
|----------------|-------------|----------------|-----------|
| Before School: | 8:05-8:30 | Before School: | 8:05-8:30 |
| Morning Tea: | 10:10-10:25 | Lunch time: | 1:25-1:50 |
| After School | 3:05-3:30 | After School: | 3:05-3:30 |

4. If items are overdue, the librarian will issue an overdue notice to the class teacher to encourage students to return overdue items. If items are not returned, an official letter will be sent home requesting the item on loan be returned or paid for. If students still do not return overdue items, their borrowing will be restricted until payment or loan item is received. Lost and damaged items will also incur a replacement fee. **Students who do not pay for damaged or lost textbooks may NOT be permitted to borrow out new textbooks the following year, until payment for lost/damaged textbooks has been received.** Please see below for all replacement costs:

| Item | Replacement Cost |
|--------------|--------------------------------------|
| Home Reader | \$12 |
| Picture book | \$15 |
| Novels | \$17 |
| Textbooks | \$60-\$100 + (depending on textbook) |

5. Students from prep to year 6 are required to bring a library bag for borrowing. Library bags should be large enough to easily contain a picture book and should have students' first and last names clearly

visible. Library bags will protect the books from leakages and bending in school bags. You may purchase a library bag from the school for a small fee.

6. Students cannot exchange or loan library items to others.
7. All damaged items should be reported to the library as soon as possible and parents are requested to avoid repairing books at home.
8. No borrowing is permitted during the last week of each term. All borrowed items must be returned before the end of term.
9. Students must return a signed Library Borrowing Agreement form 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 out in their child's name or whilst in their possession.
10. High school students who have a "spare" session may visit the library but are required to study or read during this time. Students may not use this time to socialise with their peers, top up accounts or borrow, as primary school will usually be using the library during these times.
11. Computers will be issued to students on a 'first in' basis. Students will be monitored to ensure that the computers are being used for school work only.
12. Student printing will be available at the library before school, during lunch play time and after school. Please see below for costs:

| Size | Colour | Costs |
|------|-----------------|----------|
| A4 | Black and White | 5c/page |
| A4 | Full Colour | 10c/page |
| A3 | Black and White | 15c/page |
| A3 | Full Colour | 20c/page |

Library Safety and Rules

13. **Students must adhere to the College Behaviour Policy at all times whilst in the library. When working, students may engage in quiet conversation with one another but must keep noise to a minimum so that students who are studying are not disturbed. Rules dealing with care and respect for teachers, furniture and resources are strictly enforced. Students who are disrespectful to staff, teachers, library resources or do not follow the behaviour policy and rules of the library, will be provided with a warning. If the behaviour continues, the student can and will be asked to leave. This is to assure the safety of all patrons and staff in the library and to ensure a quiet and calm study environment for students preparing for exams and working on assignments.**

Both parents and students are requested to read, sign and return the library borrowing agreement to school, so that the student can begin utilising library resources.

Yours in Islam

Teacher-Librarian
Mrs. Z. Mohammed

Library Assistant
Mrs S. Crane

Principal
Mrs. M. Banwa

Library Borrowing Agreement Policy Primary School - 2019

I, _____ have read and discussed this agreement with _____
Parent's full name Student's full name
in _____. I agree that, if my child damages or loses the library item (including home readers)
Year level
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 that the borrowed items must be returned to the library in the
same condition as they were when 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 their scheduled library day. I have also discussed correct
behaviour and appropriate etiquette for when using the library, with my child.

Parent's Signature: _____ **Date:** ____ / ____ / ____

Student's Signature: _____ **Date:** ____ / ____ / ____