



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

Dear Parents and Students,

Assalamu Alaikum Warahmatullahi Wabarakatuhu

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 present 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 Morning Tea and Lunch play times. Primary school students may borrow/return books between regularly scheduled Library Lessons.
3. The library will be open for returns only in the morning before school starts at 8:15am. We will also be open at the following times for student use:

Primary School		High School	
Morning Tea:	10:15-10:25	Before School:	8:15-8:30
After School	3:05-3:30	Lunch time:	12:35-1:15
		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 borrowed items. If items have still not been 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 items will also incur a replacement fee. The replacement cost depends on the book that was borrowed. Therefore, the fee will vary. Please see below.

Item	Replacement Cost
Home Reader	\$15
Picture book	\$25
Novels	\$30
Textbooks	\$80-\$100 + (depending on book)

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 have their 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 school for a small fee.
6. Students cannot exchange or loan library items with each other.
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.
11. Computers will be issued to students on a 'first in – first served' basis. A booking system may commence depending on student demand. Students will be monitored to ensure that the computers are being used for school work only.
12. Student printing will be available at a small cost at morning tea and lunch time breaks once the service has been established.

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 ensure that students working on assessments or studying for exams are not disrupted.**

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
Miss S. Harris

Principal
Mrs. M. Banwa

Library Borrowing Agreement

Primary School - 2019

I, _____ have read and discussed this agreement with _____ in _____.
Parent's full name Student's full name Year level

I agree that, if my child damages or loses the library item (including home readers) 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: _____ / _____ / _____