

## **Borrowing Conditions for The Wellington Academy school library**

Dear Parents/Carers

Unfortunately, due to the high number of books that are lost or damaged, we have no alternative but to ask you to accept responsibility for any books borrowed by your son/daughter from the school library that are lost or damaged.

We want to ensure that the library remains well stocked with all the latest young adult titles that students enjoy reading, which serve to develop their love of literature and empower them to thrive academically.

All students are required to have a book with them at all times, as part of the Reading Programme at the Academy, which can be provided from the library at no cost providing books are returned on time. However, we have to address the problem of over £4,000 worth of books that have not been returned, or have been damaged over the last three years in order to maintain this service.

### **Conditions:**

1. It is the student's responsibility to ensure that books borrowed from the Library are returned by the date stamped in the book, and in the same condition as when they were borrowed.
2. Students are allowed to borrow up to three books at any time, however if a book becomes overdue then no further books will be allowed out until the overdue book is returned.
3. Parents/carers will be charged the cost of replacement for any books lost or damaged. A student will receive four reminders across four weeks, via their school email of any book that is overdue, but if the book is not returned after this then we will deem it lost, and finance will raise an invoice to cover the cost of a replacement.
4. All borrowing rights will be suspended for any student who has an outstanding bill to pay from a previous lost or damaged book, until payment, or the return of the book.

Please sign the attached form to demonstrate your agreement with these conditions and to enable your son/daughter to borrow books from the School Library.

Thank you for your support and understanding.

Yours sincerely



Mrs. C. Moorhouse  
Librarian