



High School Library Resources (Books, Texts & AV materials) Deposit, Sign-out & Collection Procedures

BACKGROUND & RATIONALE

Text and AV Resources are important to support student learning. FFCA High School strives to provide these resources to our students in a manner that effectively balances ease of access and the efficient use of limited school funds. These resources are managed through the campus library lending system. This document outlines the procedures for textbook resources but the process is similar for all library materials.

FFCA High School communicates to all students and parents that borrowed curriculum resources are to be properly cared for and returned upon completion of the course being taken by the student. A deposit fee exists to

encourage the proper care and timely return of library materials. Un-returned deposits are used to offset partial costs of replacing lost or damaged library resources

The deposit covers only a fraction of the true cost of textbooks and therefore students who do not return multiple books may also be invoiced for the additional amounts owing. We encourage the students to keep track of their textbooks at all times. To assist in keeping track of who has textbooks signed out, we have assigned individual textbooks to each student. The system we are using is computer sign-out through our library.

PRACTICES & PROCEDURES

TEXT SIGN-OUT

- Each book has an individual barcode that is visible on the inside cover of the textbook.
- Students sign out each book through the library and the barcode is scanned into the computer. This process attaches the book to the student until it is returned and scanned in again.
- Every effort is made to sign out books in good condition, if this not possible, a note is made on the book to indicate that the damage has been noted. Any student with a damaged textbook can have a note added to the book

TEXT COLLECTION

- At the end of the semester (January) and the end of the year (June), textbooks are returned to the library and scanned into the computer again. At this point the condition of each item is reviewed for additional wear and damage. Only then is a particular book released from that student's responsibility.

DEPOSIT RETURN (CREDIT)

- For those students who have returned ALL textbooks to the library, in good condition, by the June report card date, deposit cheques are voided and credit card charges made available on the Registration Site to use against other charges on the family account.

UNRETURNED MATERIALS

- If assigned books are not returned, the student is responsible for the cost of that book.
- Lists are run of all books not returned to the library and scanned in by the June report card date.

- Lists are mailed along with a letter each spring outlining these procedures and providing a listing of all textbook resources assigned to the student.
- Deposit cheques are cashed and credit card charges kept for the replacement value of all textbooks not returned or returned in poor condition by a student. Additional invoice is issued for anything over and above the \$125.00 deposit. The remaining portion (if any exists) of the deposit is made available on the Registration Site for use against other charges on the family account.

LATE RETURNS

- Since ordering for new books to replace those not returned each year is done at the end of June, textbooks found over the summer and returned in September will not be issued a full credit.
- If a book is returned after the final deadline in June, we will not credit the value of the book UNLESS the school did not need to order additional replacement books in which case, the school will credit 50% of the books value as long as it is in good condition.

DAMAGED BOOKS

- Students who have been charged for damaged books may keep the book in question. These items are kept until September 15th for students to retrieve.

OUTSTANDING FEES

- Students with outstanding library fees from the year prior will not be permitted to borrow books until these fees are paid. Invoices for outstanding fees will be sent home with the August mail-out which also includes a student timetable and elective invoice.