Library Rules and Borrowing

Opening times
The library opens for students at 8:30am.

Lunchtimes
for years 4-7—Monday, Wednesday and Friday 11:25 to 11:55am.
for Prep to year 3—Tuesday and Thursday 12:55 to 1:25pm
Students may also borrow immediately after school.

To borrow
*Students must have a library bag with their borrowing number written on it.*
This is their 4 digit enrolment number that is listed on the class roll.

They are not permitted to borrow if they have an overdue book.
The borrowing time is one week with 2 renewals.

Students may use any school computer to see what they have on loan, when it is
due or renew their books. Their user name and password is their 4 digit library
number.

Class student borrowing always begins on the 2nd week of each term. Each class
has a 15 minute borrowing time.

Except for the Christmas holidays, students may borrow through the school
holidays. During this time their loans are extended.

Overdue books
Teachers are emailed once a week of any student that has an overdue book. The
teacher will inform the student that the book is overdue and that they need to
return the book.
Once the book is more than 3 weeks overdue, the student will
be issued with a request for the book to be returned or the
replacement cost to be paid.