



Library Policy

2023-2024

Written By	Katie Marsh, Cottingham High School
Creation Date	24 th of May 2023
Adopted by Governors	July 2023
Last Review Date	
Next Review Date	July 2025

Library Loan Policy for Cottingham High School Students 2023/2024

1. Loan Period:

- 1.1. The standard loan period for all library materials is two weeks from the date of borrowing.
- 1.2. Students may borrow a maximum of five items at a time.

2. Renewals:

- 2.1. If a student has not finished reading or utilising the borrowed material by the end of the two-week loan period, they may request a renewal.
- 2.2. Renewals are subject to approval by the library staff and will be granted for an additional two-week period, provided no other students have requested the same material.
- 2.3. Renewal requests must be made in person at the library counter or through the library's online platform.

3. Reminder Notices:

- 3.1. Students will receive reminder notices via email prior to the due date, providing them with sufficient time to return or renew their borrowed materials.
- 3.2. It is the responsibility of the student to maintain up-to-date contact information in the library's records.

4. Overdue Charges:

- 4.1. Students are responsible for returning borrowed materials on or before the due date. Late returns inconvenience other students and limit their access to the library's resources.
- 4.2. A standard charge of £10 will be levied on the student's gateway app account for each item not returned once acknowledged by the following dates: Christmas (December 20th, 2023), Easter (April 20th, 2024), and the end of the summer break (July 17th, 2024).
- 4.3. Failure to pay overdue charges may result in temporary suspension of library privileges until all outstanding charges are settled.

5. Lost or Damaged Items:

- 5.1. If a borrowed item is lost or damaged beyond normal wear and tear, the student is responsible for the replacement or repair cost.
- 5.2. In case of lost items, the student must inform the library staff promptly to discuss the replacement options and associated charges.

6. Holds and Reservations:

- 6.1. Students may place holds or reservations on materials that are currently checked out by other students.
- 6.2. Once the reserved material becomes available, students will be notified, and they will have seven days to collect it. Failure to collect reserved materials within the seven days may result in the reservation being cancelled.

7. Conduct in the Library:

- 7.1. Students are expected to maintain an atmosphere conducive to study and respect the rights and privacy of others.
- 7.2. Eating, drinking are not allowed in the library.
- 7.3. The library staff may request students to lower their voices if deemed disruptive to others.

8. Digital Resources:

- 8.1. Access to the library's digital resources, including e-books, databases, and online journals, is subject to licensing agreements and the terms of use outlined by the respective providers.

8.2. Students are responsible for adhering to copyright regulations and intellectual property rights when using digital resources.

9. Confidentiality of User Information:

9.1. The library staff will maintain the confidentiality of student borrowing records and personal information, in accordance with applicable data protection laws and regulations.

10. Policy Violations and Disciplinary Measures:

10.1. Violations of the library policies, including repeated failure to return materials, may result in disciplinary action, which may include temporary or permanent suspension of library privileges.

10.2. The school's disciplinary procedures will be followed in case of policy violations.

11. Access:

11.1. The library is open from 08:30am to 16:00pm every school day. The Librarian is available from 08:30 – 08:50, 10:10 – 10:25, 12:25 – 13:05 and 15:05 – 16:00.

11.2. Student volunteers help run the library at busy periods, such as break and lunchtime.

11.3. Teachers can bring classes in to use the library resources by contacting the Librarian beforehand and placing a booking with reception.

11.4. Any students using the library who are not with a teacher or member of staff are asked to have evidence that they have been given permission to use the area.