**Borrowing Guidelines**

All student loans are for a 2 week period with the ability to renew their loan once for a further 2 weeks.

**Borrowing Limits**

Prep – Year 2: 1 book plus 1 Home Reader

Years 3 – 7: 2 books plus 1 Home Reader

All music students are able to borrow a Music Folder in addition to the above limits. This folder is issued on a one year loan.

- Books may be changed as often as wanted. Students do not have to wait until class borrowing times to change their books. Whenever the library is open, books may be changed.

**Holiday Borrowing**

Students are allowed to borrow books over the holiday periods, with the exception of the Christmas break. At year end, all resources must be returned prior to the end of week 7.

**Library Bags**

We ask that all students use a waterproof library bag to carry their books. Please note that students may be refused a book if they cannot provide a suitable carry bag – especially on rainy days. Library Bags can be purchased from the Uniform Shop.