**Overdue Books Policy**

All student loans are for a 2 week period. If a book is not returned at the end of this period it is flagged as overdue. Students are not allowed to borrow any further resources until the overdue item is returned. The only exception to this rule is Home Readers. So as not to disrupt the students learning, Home Readers will still be issued if the student has an overdue general loan item. If the overdue item is a Home Reader, then no further resources can be issued.

**Procedure for Redeeming Overdue Items**

1. **Item is flagged as overdue**
   - **Borrowing Suspended**
   - **Reminder notice is printed and handed to the student**
     - **Overdue Item returned**
       - **Borrowing Resumes**
     - **Overdue item is not returned**
       - **First notice sent home with student requesting assistance to return resource**
     - **Overdue Item returned**
       - **Borrowing Resumes**
     - **Overdue item is not returned**
       - **Second notice sent home requesting replacement cost of missing resource**
     - **Overdue Item returned**
       - **Replacement Cost Received**
       - **Borrowing Resumes**