

Lost resources

Advise Library staff of loss

Check library shelves with staff

Student borrowing privileges suspended

Take letter of advice home for Parents/Guardians

Parents/Guardians sign letter

Return signed letter to library

Student borrowing privileges reinstated

Library shelves are checked by staff at end of Term 4

Current Replacement Cost + \$10 administration fee charged to next year's school fees
(Non-refundable if book returned after the last day of the College year.)