



Wolverhampton Girls' High School

Library Loans Policy

Borrowing Limits

Each pupil is allowed to borrow up to six books at a time.

Borrowing periods

All books are issued for three weeks. They must then be returned/renewed with Miss Lees or one of the library prefects at the issue desk, or the items can be renewed via the library app as long as they have not been reserved.

Loan Procedure

When you have selected an item/s you wish to borrow, take it to the issue desk in the library. You will then be asked for your name and the item will be scanned onto your library account. Books can be borrowed before school, during Rec, Lunch and after school. If no one is at the issue desk, then you need to fill in the manual issue form with their name, form and the barcode of the book. This will then be entered onto your record once the librarian/prefect returns to the issue desk.

Returns Procedure

Books can be returned at any time. If the librarian/prefect is present, the item will be immediately removed from your account. If not, you will need to fill in the manual issue form as before, using the relevant box to indicate that the item is being returned. The book should be left on the desk.

Overdue, Lost or Damaged Items

You will not be allowed to take out more books if you have overdue items.

Overdue statements will be sent out to forms on a termly basis. If items are overdue for more than two terms, a letter will be sent home to parents informing them that if the items are not returned within 7 days, then an invoice will be sent for the replacement cost of the book(s).

If items have been lost or damaged, you need to see Miss Lees as soon as possible to arrange for replacement of the books, or to make a small donation to the library which will clear your account.

Please remember that the library is there for everyone, and if you do not return items it means that someone else does not get to borrow them. Be fair to your fellow readers!

