



SCHOOL LIBRARY MEDIA CENTRE FEES AND CHARGES

EFFECTIVE TERM I 2024

OVER DUE CHARGES ON BOOKS AND OTHER CIRCULATION MEDIA

SHORT TERM LOAN *K30 per day per item (max of K300)*

LONG TERM LOAN *K20 per day per item (max of K400)*

Items accruing maximum charges will be considered lost and chargeable as follows:

OTHER CHARGES

LOST ITEMS *Replacement Cost plus Admin fee of K300.00*

DAMAGED ITEMS *Replacement Cost plus Admin fee of K300.00*

SCHOOL POLICY ON LIBRARY CHARGES

- Pupils and educators are allowed to borrow books and other circulation media free of charge for the following periods:
 - Short Term Loan - 2 working days – recently received books and those in the highest demand are placed in this section in order to allow more users to access them
 - Long Term Loan - 7 working days
- Renewal of borrowing is permissible at the discretion of the School Librarian.
- All borrowed items must be returned by the end of term, borrowers wishing to keep items beyond that must take out a new loan.
- Charges for overdue books and circulation media are intended to encourage borrowers to return them in a timely manner in order to avail resources to other borrowers.
- Replacement Costs will be determined by the School's Admin Department and will be based on the total cost of replacing the item, including: purchase price, import costs, etc. Items that are not able to be replaced (being out of print, etc.) will have a special fee applied.
- Responsibility for borrowing and returning library books and circulation media as well as payment of fines and charges rests with the Parent/Guardian.
- Borrowing privilege may be suspended or withdrawn by the School Librarian in case of:
 - Non-payment of overdue charges
 - Repeated late returning of items
 - Bad behaviour in the Library and/or failure to obey Library Rules