



Policy

Guideline/Procedure no:	
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Author:	Business Manager

Textbooks, Library Resources & Printing

Purpose

All students at Good Counsel College are issued with the required textbooks, learning resources, and printing allocation to support their academic program.

This document outlines the conditions for the use, care, and return of College-issued textbooks, library materials, and printed resources, as well as expectations for responsible use of student printing allocations.

Expectations

- All textbooks, library resources, and printing allocations issued to students remain part of the College's learning resources and must be used responsibly at all times.
- Students are expected to bring the required textbooks and reading materials to every class unless otherwise directed by their teacher.
- Textbooks and borrowed reading materials must be cared for appropriately. This includes keeping them clean, dry, and free from excessive markings, graffiti, or damage.
- Books and resources must not be lent, swapped, or shared with other students without permission. Each student is responsible for the items and materials issued under their name.
- Textbooks, reading materials, and printed work should be stored safely in school bags or lockers to prevent loss or damage. Items must not be left unattended in classrooms, playgrounds, or on buses.
- Printing is provided for educational use only and must not be used for personal or non-school-related purposes. Students are expected to use their printing allocation responsibly and avoid unnecessary or excessive printing.
- If a student reaches their printing limit, access may be restricted until additional credit is purchased or approved in accordance with College procedures.
- If a textbook, library item, or printed resource (e.g., booklets) is lost, damaged, or returned in unacceptable condition, families may be charged repair or replacement costs in line with the College's Resource Policy.

- Students must return all College-owned textbooks and library materials by the required dates each year or when leaving the College.
- Respect for shared learning resources including books, printing, and library materials is essential. Students are expected to use all resources in a manner that ensures they remain available, affordable, and in good condition for future users.

Resource Management

Textbook Damage and Replacement:

- Any damage beyond normal wear and tear will incur full replacement costs, which will be on-charged to families.

Printing Use and Limits:

- Excessive or unreasonable printing significantly beyond normal academic requirements may result in additional charges being applied to family accounts.

Communication with Parents:

- Email notification of damage claims and replacement requests will be sent to parents/carers, to ensure transparency.

Enquiries

Enquiries about this policy must be made with the *Assistant Principal – Wellbeing*.