



TEXTBOOK HIRE SCHEME AND LIBRARY BORROWING

The College operates a textbook hire scheme for the benefit of students and their parents and care givers. Under this State Government funded text hire scheme via the Textbook Resource Allowance (TRA), all textbooks and library resources are supplied to students by the College.

Participation in the Textbook Hire Scheme is voluntary, and if parents and/or care givers do not wish to participate in the scheme, they need to notify the College in writing. They will also be required to supply all the textbooks for their sons, and will also be required to contribute towards the cost of teaching resources supplied by the College.

Conditions of the Textbook Hire scheme and the Borrowing of Library books/resources are as follows:

- The College will retain the TRA that is payable to each student. The College will provide students participating in the scheme with required textbooks and other general teaching resources
- Textbooks and library books/resources are issued on a loan basis and remain the property of the College
- All textbooks and library books/resources must be returned to the College in good order (subject to fair wear and tear) at the end of the school year, on leaving the College if before the year ends, when the subject is completed, or when the loan period is finalized (as applicable)
- If any text books and/or library books/resources not returned, the student will be charged the full cost of replacing the book and an account will be sent to the parents/caregivers. Intentional damage to a book/resource (eg. graffiti or vandalism) will also be charged the full replacement cost
- The book/resource borrowed by the student in their name at the beginning of the year/semester must be the book/resource returned to the library. Should a student CHANGE subjects partway during the year, they must return the disused text book to the library
- It is the responsibility of the student to take care of their text books and/or library books/resource and to ensure they are not damaged due to neglect, left in classrooms, left unsecured or exposed to the elements, loaned to other persons or the risk of theft. Wilful acts will not be tolerated, and these include but is not limited to : water damage, soiling from liquid or food, mould, drawing, writing or highlighting, pages stuck together, chewed edges, and ripped or missing pages
- If a book/resource is accidentally damaged the student needs to see the library staff immediately in order to repair the book/resource
- If a text book and/or library books/resource is not in a suitable condition when received by the student, they are to immediately notify the library staff who will note the condition of the book and/or replace it
- **Please note** - lost books or books/resources that have been severely damaged beyond the normal "wear and tear", will be charged at the replacement cost. The College cannot accept responsibility for texts/resources given to other students, or handed back to staff other than Library staff. All textbook issues/concerns must be finalised before future borrowings with the Library will be made.



PARENT/STUDENT CONTRACT

I have read the above information regarding the IPC Textbook Hire scheme and borrowing of Library books/resources and agree to the conditions explained therein. I accept that the books/resources are required to be returned in a good condition and agree to pay the replacement cost of any resource that is lost or damaged, through neglect or misuse.

STUDENT NAME : HOMEROOM

STUDENT SIGNATURE: DATE :