



# Ignatius Park College

## Textbook Hire Scheme & LRC Borrowing Policy

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

Participation in the Textbook Hire Scheme is voluntary, and if parents/carers do not wish to participate in the scheme, they are required to notify the College in writing.

They will also be required to supply all the textbooks for their son/s and will also be required to contribute towards the cost of teaching resources supplied by the College.

### **Conditions of the scheme and the borrowing of LRC 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/books/resources are issued on a loan basis and remain the property of the College.
- All textbooks/books/resources must be returned to the College in good order (subject to fair wear and tear) either:
  - when the subject is completed
  - at the end of the school year
  - upon leaving the College should it be prior to year-end; or
  - when the loan period is finalised (as applicable).
- If any textbooks/books/resources are not returned, the student will be charged the full cost of replacing the resource and an account will be sent to the parents/carers.
- Intentional damage to a textbooks/books/resources (e.g. graffiti or vandalism) will also be charged to the student at the full replacement cost.
- The textbooks/books/resources borrowed by the student in their name at the beginning of the year/semester must be the textbooks/books/resources returned to the LRC. Should a student CHANGE subject part way throughout the year, the student must return the disused textbook to the LRC.
- It is the responsibility of the student to take care of their textbooks/ books/resources and to ensure they are not damaged due to:
  - Neglect
  - Being left in classrooms
  - left unsecured or exposed to the elements
  - loaned to other persons; or
  - be at the risk of theft.

- Wilful acts will not be tolerated. These include but are 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 textbook/book/resource is accidentally damaged, the student should see the LRC staff immediately in order to repair the textbooks/books/resources.
- If a textbooks/books/resources are not in a suitable condition when received by the student, they are to immediately notify the LRC staff who will note the condition of the book and/or replace it.

**Please note** - Lost textbooks/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 textbooks/books/resources given to other students or handed back to staff other than the LRC staff.

All textbooks/books/resources issues or concerns must be finalised before future borrowings with the LRC will be made.

## **PARENT/STUDENT CONTRACT**

I have read the above information regarding the IPC Textbook Hire scheme and borrowing of LRC textbooks/books/resources and agree to the conditions explained therein.

I accept that the textbooks/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.

<b>Student Name</b>		<b>Homeroom</b>	
<b>Student Signature</b>		<b>Date</b>	
<b>Parent/Carer Name</b>			
<b>Parent/Carer Signature</b>		<b>Date</b>	