

Primary Library Penalties and Replacement Costs

In accordance with the *Regional Library Management Policy*, penalties apply for late returns, lost books or damaged books. In such cases, students **may be unable** to borrow new books until the matter is resolved. Please refer to the fee structure outlined below for full details.

Late Returns

Grace Period & Daily Fee

- **Grace period:** A 3-day grace period applies after the due date, with no penalty.
- **Daily late fee:** A **\$0.50** daily fee applies after the grace period until the book is returned.
- **Charge period:** Late fees apply for up to 30 days, after which an invoice for the full replacement cost is issued.

Payment Options

- **Invoices:** These will be generated by the Campus, through the Oliver system.
- **Payments:** These can be made at the Campus using the Campus office's preferred payment method.

Lost Books

Replacement Requirements

- Parents and carers are responsible for the book cost and the administration fee.
- Books must be replaced within **30 days** of school notification.

Replacement Option A: Provide an Identical Replacement

- Purchase a new copy of the same title and edition (or the latest available edition).
- The replacement book must be brand new and in suitable condition for library use.

Replacement Option B: Pay the Replacement Fee

- Pay the library's replacement fee, inclusive of purchasing and processing a new copy.
- Fee details will be provided by the school.

Damaged Books

Examples of Damaged Books

- Torn or missing pages
- Water damage or stains
- Broken spine or binding
- Excessive writing, highlighting, or markings
- Cover detached or severely worn

Fee Assessment:

- Assessed on a case-by-case basis. All penalties are recorded and invoiced through the Oliver system.

Hardship Cases

- Please speak with your campus if you are experiencing financial difficulty.