

Glenlola Collegiate School

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Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)



8th November 2019

Dear Parent/Guardian,

The School Library is a much valued resource from which all of our pupils can benefit. I am writing to request that proper care is taken of all borrowed books and that they are returned in the same condition as when they were taken out. To that end I should like to remind you of the following points from our Library Code of Conduct signed by pupils and parents in early September:

- Treat all library materials with due respect and care. You must not write, highlight or underline in books and you must not mutilate items.
- If any items are damaged or lost while in your care, you will be charged for these to be replaced.
- If you discover that an item you have borrowed has been damaged or vandalised, report it to Mr McMillan immediately.

While some degradation to the condition of a book over time is clearly unavoidable, recent evidence is that not all pupils are taking appropriate care of books which remain school property when in their care. Regrettably, we will now have to ask for either the provision of a suitable replacement copy, or if you would prefer, the appropriate reimbursement cost when a pupil returns a book that has suffered significant damage whilst in their care.

Please encourage your daughter/child to give the guidance above due attention and:

- Not to pick or tear at the plastic dust jackets on library books;
- Not to excessively or forcefully bend the spine of the book to the point where it breaks;
- To inspect items before borrowing and report any damage or missing pages immediately;
- To place books carefully in school bags and protect them from spillages, dirt and bent pages;
- To take appropriate care of all Library resources in her possession;
- To take responsibility for significant damage that happens whilst a book is in her care and when selecting books in the Library.

We strive to ensure that your daughter/child has access to the best possible range of resources, including the latest releases. However, if we continue to have to spend a growing percentage of our budget on repairs and replacements, then this aim must necessarily suffer.

Finally, many of our current Middle and Senior school pupils have still to return books borrowed during their time in Junior school. Please encourage pupils to return overdue books as soon as possible.

Your cooperation in these matters would be greatly appreciated.

Yours sincerely,

Mrs E Graham
Head of English

Mr B McMillan
School Librarian



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