



Rockhampton Girls Grammar School

Est 1892

2018 Textbook Hire Scheme

2018 Textbook Hire Collection Times: RGGGS Library

Monday 8 - Friday 12 January	8.00am to 4.00pm
Monday 15 January - Wednesday 17 January	CLOSED
Thursday 18 - Friday 19 January	8.00am to 4.00pm
Monday 22 January - Thursday 25 January	8.00am to 4.00pm
Friday 26 January (Public Holiday)	CLOSED

Collection

Bring your subject/timetables with you when collecting textbooks from the Library; this will make the selection process quicker for students and families. All textbook loans will be processed by library staff through the Library Circulation program. Students are to clearly name their individual textbooks on the hire slip, found on the inside cover of each textbook. Students must be text book prepared for the first day of academic classes of the school year.

Students must bring their 2017 student printing cards to access the Library borrowing system.

Returns

Year 12

All textbooks used during the academic school year are to be returned to the RGGGS Library throughout the last week of the Year 12 year.

***Returns Due Date: Friday 9 November 2018**

Years 7- 11

All textbooks borrowed at the beginning of the academic school year must be returned to the library at the conclusion of the year for condition checks e.g. repairs, cleaning.

It is your responsibility to have these ready for the first classes of the school year when returning from holidays.

***Returns Due Date: Thursday 22 November 2018**

Conditions of Hire

- **Student printing cards must be used to borrow textbooks.**
- Textbooks not returned by the due date will incur full replacement costs. No refunds apply.*
- Required Return Date deadlines are to be met as replacement texts need to be purchased.*
- Lost textbooks will incur full replacement costs.*
- Damaged textbooks will incur full replacement costs.*
- All textbooks are the responsibility of the student borrower.
- Students are to record their name, year level, and term required & current year on the hire slip in the front of the textbook.
- Students must present all textbooks to library staff for lending.
- If books become damaged, it is advisable to bring the item to the attention of library staff for immediate repairs or replacement.
- Students are to remove all sticky notes on return of the textbooks.

Handy Tips for Students

- Avoid giving your items to other people to return to the library.
- Keep liquids away from lockers/bags to avoid damage to books
- Always put your books in a place where you can easily find them.
- Get a printout of your library loans to check barcodes/titles against what you have in your possession
- Don't leave books in the exposed weather where they may be damaged
- Make sure your locker is locked at all times

YOUR TEXTBOOKS ARE YOUR RESPONSIBILITY!