



Home School Library Book-Care Agreement

Please take the time to read through the following and agree to it by consenting on Arbor, only once consent has been given will children be able to fully access the library and borrowing privileges.

1. Borrowing Privileges

- Your existing library ID continues to give you access to all books.
- All books must be returned within one-month from the date the book was taken out.
- If you have any books overdue you will not be allowed to borrow other books from the library. (Please see the replacement policy for what to do if a book is lost).

2. Care of Materials

- Please handle books with clean hands, keep them away from food, drinks and pets, and store them in a dry, safe place when not in use.
- Use a bookmark rather than folding pages or placing the book face-down.

3. Reporting Damage

- Accidents happen! If a book is torn, marked, wet or otherwise damaged, let a staff member know as soon as possible so we can assess it together.

4. Replacement Policy

- If a borrowed item is lost or returned with damage that renders it unusable for other children (e.g. missing pages, water damage, crayon/pen throughout), you agree to **either**
 - a) provide a *new* copy of the same title and edition **or**
 - b) pay the replacement cost listed in our catalogue record.
- Replacement must be completed within 30 days of notification to keep borrowing privileges active.

Thank you for working in partnership and helping us look after the books for everyone to enjoy.