

Stanground Academy Library – Lending policy

- Students can borrow a maximum of 2 books at one time.
- Books are stamped with the date they are to be returned and reminders can be found on students Accessit home page. An Accessit tile is located in Skolon, can be accessed via the library page on the Academy website or via this link.
<https://uk.accessit.online/stn11/-!dashboard>
- Books can be borrowed for a period of 2 weeks. After this time, the book(s) must be either returned to the library or can be renewed via Accessit or in the library.
- A book can be renewed a maximum of 3 times. After this it must be returned.
- Reminders are sent out to tutors every Wednesday of any books that are overdue to remind students to return them.
- After the due date, students will be given a maximum of 7 days to return their library book. If the book has still not been returned at the end of this period, then the book will be marked as lost. A letter will be sent home notifying parents of the lost book.
- Once a book has been marked as lost, the student will not be permitted to borrow any more books from the library for the remainder of that term and they will be issued with a 4.30pm correction.
- If a student loses a second book, they will not be permitted to borrow from the library for the remainder of the academic year. Parents will be issued with a fine to cover the cost of the book and the student will be issued with a 6pm correction.
- On the loss of the second book, another letter will be sent home to parents with an invoice for the cost of the book. If the book has been in the library for more than 3 years, then the cheapest price will be taken from either Browns books for Students <https://www.brownsbfs.co.uk/Home> or <https://peters.co.uk/> as these are the main suppliers used by the library.
- If a student returns a book that is damaged by water or is torn they will not receive a sanction for this. However, if this happens a second time, students will be issued with a 6pm correction and they will not be permitted to borrow any more books from the Academy library for the remainder of the academic year.