

BRAY PARK STATE HIGH SCHOOL

TEXTBOOK and LIBRARY BOOK CARE



1. The Resource Hire Co-ordinator can be contacted in the Library.
2. **YOU are the only person responsible for your textbooks.** Clause 14 of the Resource Hire Scheme Contracts states -

“Return of all books in good condition to the school authorities at the completion of a course or when a student is leaving the school is the responsibility of the student and his/her family.”

Therefore:

- a. Immediately **write** your name and form in the area provided in each textbook.
 - b. **Do not** write on, draw on or in any way deface your textbooks or Library books. **Check** through all your textbooks and Library books and report any existing graffiti or writing to the Textbook Co-ordinator or the Librarian, otherwise **you** will be held responsible.
 - c. **Do not** lend your textbook or Library book to any other person for any reason whatsoever.
 - d. **Do not** leave your textbook or Library book in any classroom.
 - e. **Loss**-If you lose your textbook, report its loss to the Textbook Co-ordinator **immediately** and you will be issued with another textbook. If the missing textbook is located, the replacement textbook must be returned immediately. If you lose your Library book, report its loss to the Librarian **immediately**
 - f. **Damage**-If any damage occurs to your textbook or Library book e.g. getting wet in a storm or from a frozen water bottle brought to school, baby sister scribbling in it, etc, take that textbook to the Textbook Co-ordinator **immediately**, or for Library books take it to the Librarian **immediately**. In order to protect textbooks in wet weather, or from frozen drink bottles brought to school, it is suggested that students carry a plastic bag in their school bag for this purpose.
3. Library books **must** be returned as soon as you are finished with them, as other students need to use the same books.
 4. English novels **must** be returned as soon as you are finished with them, as other students need to use the same books.
 5. At the end of the school year, you will be directed as to when and where to return your textbooks.

REMEMBER – **YOU AND ONLY YOU** are responsible for the safety, care and return of your textbooks and Library books.