

Our Ref: AB/DMB

9 November 2022

Dear Parent / Guardian,

Due to the increase in number of overdue library books, the library at Oakland's is now changing its 'return policy'.

At present, all students are eligible to borrow two books for two weeks, if a student has not finished their book in two weeks the return dates can be extended. The return dates are stamped on the inside cover of the book. Students have access to the library during their break and lunch to return books every day. When books are overdue, students are notified of this in their library lessons and registration sessions with their tutors. I am in the library every day and always available to chat to students about any book issues they may have.

Although this is all in place the number of overdue library books is incredibly high, as it stands, the library currently has 822 books outstanding. This now leaves me in a position where I need to change the process of the overdue books. As of this year, if a student has an overdue book that has not been returned to the library, an £8 fee will be put onto the students SCOpay account. This will appear at the end of each term, giving the students sufficient time to return their books during their school year and towards the end of their current school year i.e. Yr.7, Yr.8 etc. Once the book has been returned, the £8 fee will be taken off the students account. Ways to avoid this are to return the book, even if the front cover is hanging off, or to replace the book with a second hand copy.

Students are very welcome to come and speak to me with any queries,

Yours faithfully
Mrs A Berogna
Learning Resource Centre Manager