

RESOURCE LIBRARY – PARENT LIBRARY

Date of approval: 12 September 1996

Last reviewed: August 2004

To be reviewed as required

POLICY STATEMENTS:

The Parent Library is available for parents who have children attending the kindergarten or parents who have made a special request.

PROCEDURES

When parents borrow, the date, their names and the name of the book or video borrowed will be recorded (in the borrowing exercise book).

If the Director has received a special request for borrowing items from the library from parents not connected with the kindergarten, then a holding fee of \$20.00 will be requested at the time of borrowing and a due date set for their return.

If the book or video is damaged or lost then the borrower shall incur the cost of its replacement.

A complete list of book titles will be included in the kindergarten inventory book.

RELATED POLICIES

Assets Register Policy

RESPONSIBILITY

Director

Equipment and Library Officer - Committee of Management