

Aquinas College Library Returns Policy 2023

This policy outlines the terms of book and computer loans from the Aquinas College Library. We trust our community to respect our resources and ensure items are renewed/returned on time and in good condition.

Borrowing Items

Students are allowed a maximum of five books on loan at one time. Books are issued for three weeks. To renew a book, it must be physically brought back into the Library. Items can be renewed three times as long as they haven't been requested by another user.

Laptop loans are issued daily and must be returned to the Library before 3:30 p.m. If a laptop is lost or returned damaged a fee may be charged.

Any item on loan is the responsibility of the user and should not be lent to others.

Overdue Items

If an item is overdue, the user will receive two automated emails from the Library Manager. The third reminder email is sent to the user's parents/guardians.

If a resource is overdue by 50 days, a charge will be made to the user's school account. This charge is reversible if the book is returned within a reasonable time period following communication between parents and the Library Manager.

If a laptop is overdue, the user will receive an email from the Library Manager requesting it be returned. Users are responsible for lost or damaged laptops and may be charged, case dependant.

All students must return Library property before their final day as an Aquinas College student.

Review:

This policy will be reviewed yearly.