

ATHBOY COMMUNITY SCHOOL

Guidelines for Book Rental Scheme

The Book Rental Scheme is beneficial to parents/guardians as it reduces the cost of servicing pupils with text books and it saves the inconvenience of sourcing the text books in question. The book rental scheme requires the full cooperation of parents/guardians and students, as all parties will benefit. Parents/Guardians and students who choose to participate in the Athboy Community School Book Rental Scheme must adhere to the following guidelines in order to ensure the efficient and equitable operation of the scheme:

1. Parents/Guardians should check each student's book rental books regularly throughout the school year.
2. When returning books to the school they should be free from notes, copies etc, otherwise a charge will be imposed. All books should be returned in a manner that allows them to be reused within the book rental scheme, and students must return **only their own books**, and not those of another student.
3. Students should report to the book rental department if they are unhappy with the state of their book rental book (Graffiti, Damage etc) when **FIRST** they receive the book in order to avoid a charge in the future.
4. Students should not place copies/notes inside books for storage as this will serve to advance the deterioration of the text books.
5. Students must not swap book rental text books with other students under any circumstances; any student found with the text book of another student will be subject to the discipline procedures of the school, and will have that particular book rental book which was distributed to the student in question withdrawn by the school authorities.
6. Students must not leave their book rental text books in unlocked lockers at any time.
7. Where book rental books are found on bag racks or on the top of lockers they will be withdrawn by the school authorities.
8. Students who fail to comply with these book rental guidelines, who fail to return all of their book rental books at the specified time or to pay any costs which might have accrued, may be excluded from the Athboy Community School Book Rental Scheme.

9. Parents/Guardians who return book rental books to the school must ensure that they are those distributed to the relevant pupil(s) and not books belonging to another student.
10. The individual **REPLACEMENT COST** of text books on the scheme will be charged in the following situations:
 - I. If the book is returned in a manner that deems it unsuitable for reuse. (Example: Missing covers, missing pages etc)
 - II. If any identification information has been removed or tampered with in any way.
 - III. If the book is lost or misplaced, (this includes leaving book rental books in school lockers at the conclusion of the school year, swapping books with other students or returning the text book of another student).
 - IV. If the book has graffiti on it of any form.