



ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

Note:

- The procedures for Interbranch Loans are outlined in AP022, Section 4 on Interbranch Loans. Borrowers must be aware that borrowing resources from another school library is a privilege, and that they are responsible for the timely return of materials.

The following resources were borrowed from another school library for you. They may be stamped with the property stamp of another library. It is very important that you return the following material(s) to **your** school library. If you require the materials for a longer period than indicated, please contact your Library Technician/Secondary Librarian **before** the item is due.

Title	Date to be Returned
1. _____	_____
2. _____	_____
3. _____	_____

PAYMENT FOR LOST, OR DAMAGED MATERIALS

- The requesting school will pay for materials which are lost in transit or by the borrower. The cost is outlined in the current bibliographic sources such as Titlewave, Amazon, Chapters or the publisher’s catalogue, plus taxes and a \$5.00 processing charge. If the same material cannot be replaced, the owning library may charge a default price. The payment required for damaged materials is the decision of the lending library.
- Payment must be made for lost or damaged materials to the lending library within 30 days of receiving written notice. The principal may make payment from the school’s budget or charge the individual teacher personally.

CANCELLATION OF BORROWING PRIVILEGES

- Lending library resources is at the discretion of the Principal. A library may refuse to lend resources to another library without explanation.

Notice of Collection

Information on this form is collected pursuant to the board’s responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the School Library Program. Questions regarding the collection of this information should be directed to the Library Support Services Supervisor.

Completed by: Library Technician/Secondary Librarian
Distribution: Library Technician/Secondary Librarian → Teacher Borrower
Retention: School Library (1 Year)