



Letter to Accompany Resources Borrowed from Another School Library

These resources have been borrowed from another school library on your behalf; consequently, the books may be stamped with the property stamp on another library.

It is important that you return the following material(s) to your school library.

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

If you require the materials for a longer period than indicated, please contact your library technician/librarian before the item is due.

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

Specifically,

Payment for Lost, or Damaged Materials

- 4.12 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.com 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.
- 4.13 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

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

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the letter to accompany resources borrowed. Questions regarding the collection of this information should be directed to: Privacy & Information Management Officer, 519 578-3660 ext. 2381.