

KEARNAN COLLEGE

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LIBRARY POLICY

The College library caters for all students – Kindergarten to Year 12. It is fully computerised and books and equipment are available for student loans on a weekly basis. The Library also has four internet terminals available for student use.

LOANS	Kindergarten to year 3	- 2 books	(library bag required)
	Years 4 to 6	- 4 books	(library bag required)
	Years 7 to 9	- 4 books	
	Years 10 and 12	- 6 books	

Junior School students borrow books for 1 week after which the loan is renewed.

Secondary students borrow books for 2 weeks after which the loan is renewed.

For any other requests for extra loans, students apply to the librarian.

While books are overdue, nothing further may be borrowed by the student. Books may be renewed if they are not wanted by another student and reservations may be made for material not available at a particular time. The loss of a book, whether through damage or misplacement, is the responsibility of the borrower and normally remuneration is expected. Damaged items are to be presented to the librarian; **it is requested that no repairs be done at home.** Overnight loans are available for project materials in the vertical file. Cooperation with regard to prompt return of books by students is essential.