
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1000**

POLICY NO: **1005**

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TITLE: **STUDENT ROUTINES**

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Free Textbook Policy

RATIONALE:

Textbooks are an important resource that Macleans College will undertake to provide whenever they are deemed to be necessary. Students are expected to look after these and return them when required. Textbooks remain the property of Macleans College at all times.

- 1 Textbooks issued to students remain the property of Macleans College and shall be looked after with all care. Excessive damage will be charged against the student.
- 2 Textbooks will be returned as and when requested. Failure to do this will result in no further textbook issue until *either* the book has been returned, or an appropriate reimbursement has been made to Macleans College.

PURPOSE:

- 1 To have established procedures for the issue and collection of textbooks.
- 2 To encourage care in the use of textbooks.
- 3 To ensure that reimbursement for lost or damaged textbooks is fair.
- 4 Departments shall order textbooks through the textbook account. Upon arrival at school, they shall be stamped and numbered before issuing to the department responsible for their ordering.
- 5 Departments shall be responsible for the issuing, collection and storage of textbooks that are in their department *except* that in the case of class sets these may be processed through the school's resource department. In either case, however, the policies shall apply.
- 6 Departments will be responsible for providing details of books held by students when requested.
- 7 Students may retain books beyond the issue time – usually for the purpose of examination study – upon the payment of a fee (currently \$20.00). Such a fee will be reimbursed upon the receipt by the school of all textbooks – less any deduction for excessive damage or loss.