MITCHAM GIRLS
HIGH SCHOOL

Library & Information Services

Catalogue, Resources, Lending Rules & User Responsibilities



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LIBRARY RESOURCES

PURPOSE STATEMENT

The following information is essential to ensure fair access to resources, efficient circulation and positive user experiences for all members of the Mitcham Girls High School community. This document outlines the guidelines governing the borrowing, renewal, and return of library materials, as well as the responsibilities of borrowers and library staff.

The purpose of these policies is to support equitable access to collections while maintaining the integrity and availability of resources. By establishing standard procedures for loan periods, overdue items, reservations, and fines or penalties, the library aims to balance user needs with responsible resource management.

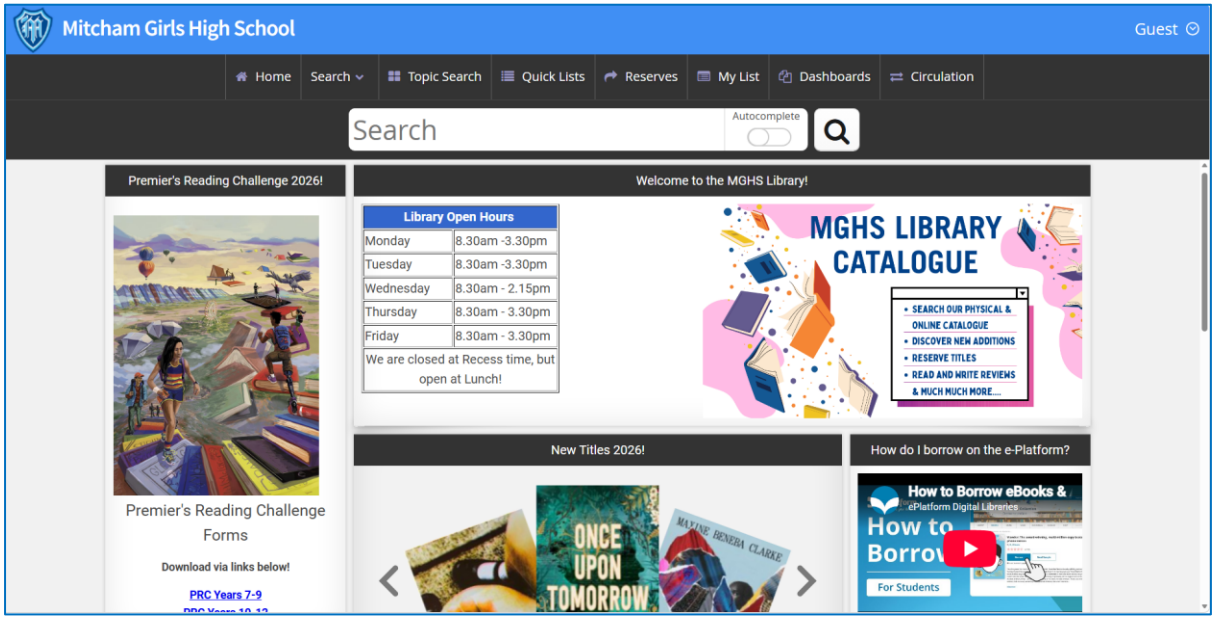
These policies apply to all library users and are designed to be transparent, practical, and aligned with the library's mission to provide reliable and inclusive access to information. Users are encouraged to familiarize themselves with these procedures to make the most effective use of library services.



1. AVAILABLE RESOURCES

LIBRARY CATALOGUE

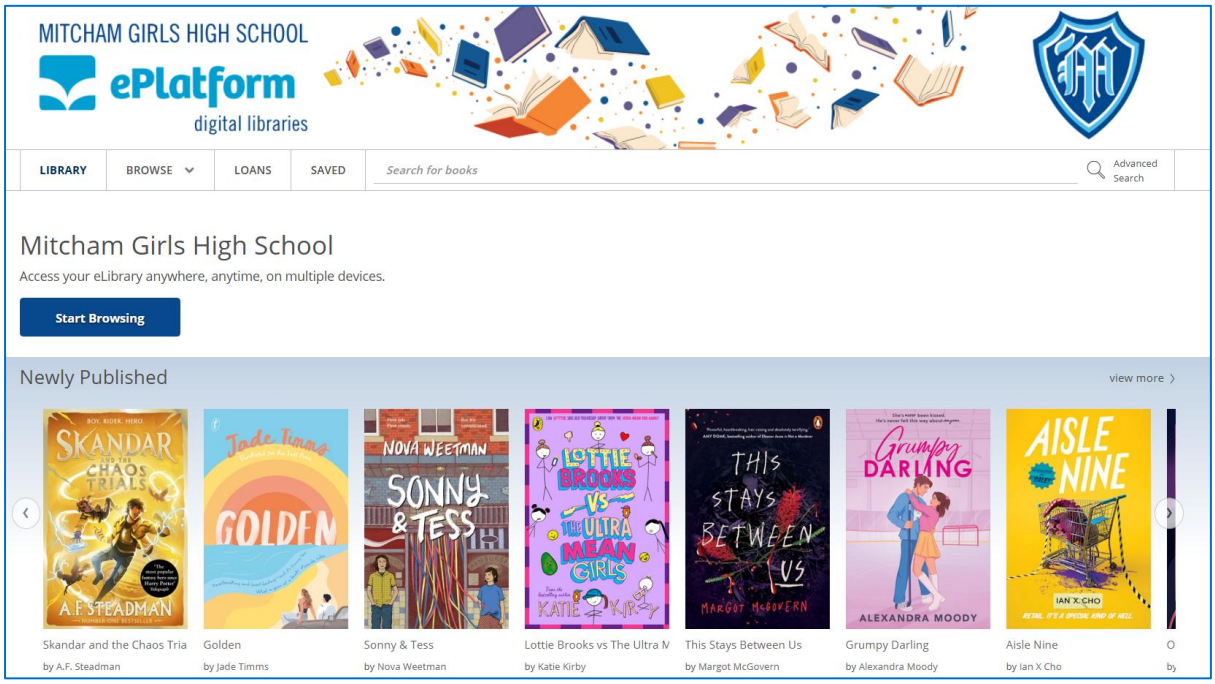
Our library is proud to offer our community a wide variety of reading materials for all information and entertainment needs. Browse our catalogue today by following this link: https://au.accessit.online/MTC01/



WHEELER'S E-PLATFORM

We also have a subscription with **Wheelers e-Platform** for **eBooks**. If we don't have a physical copy, chances are, we have an eBook!

You can browse our online catalogue here: https://mitchamgirlshs.eplatform.co/



CURRICULUM TEXTS

The library provides classes across curriculum areas with essential workbooks and textbooks, including Maths, History, Geography and Science. Availability of certain editions depends on enrolments for subjects each year.

FICTION

Our library has over 2,000 books making up our fiction collection, organised by genre and author. Genres are indicated using unique icons on book spines, which span across Adventure, Classics, Fantasy, Historical Fiction, Realistic Fiction, Romance, Sci-Fi and Supernatural, and more.



SENIOR FICTION

Our Library has developed a Senior Fiction section restricted to students in Years 10–12 to ensure that reading materials are developmentally appropriate, while still providing older students with access to a broader and more challenging range of literature.

Senior Fiction titles may only be borrowed by students in Years 10-12.

2. BORROWING PROCESS

To borrow a book from the library, students must present their Student ID card along with the book they request to be processed by library staff or use the self-check-out system at the library entrance.

Students may borrow eBooks through the ePlatform at any time.

3. LENDING RULES

GENERAL COLLECTION

For novels, graphic novels and non-fiction in our general collection, students will have an override loan period of 14 days (including weekend days) to read/return or renew their loan.

Students may Borrow a ***Maximum of 6*** titles at a time (excluding essential curriculum resources). Graphic Novels are limited to 4 per student.

CURRICULUM ASSIGNED TEXTS

The borrower may keep curriculum assigned texts for the duration of their enrolled class. The librarian will amend the due date according to Semester dates.

If the student is no longer enrolled in that class, the resource is due immediately.

Once associated to a borrower, curriculum texts are the responsibility of the borrower.

4. BORROWER RESPONSIBILITIES

1. The Borrower is responsible for returning the item(s) that were originally lent to them within the allotted lending period and is obliged to communicate with library staff otherwise.
2. If the Property is lost, damaged, destroyed, or stolen, the Borrower is required to inform library staff at their earliest opportunity, and accepts full financial liability as agreed by signing the School's Commitment To Pay Agreement, for the cost of repair or replacement as determined by the School.
3. The Borrower is responsible for any loss or damage to the Property during the loan period, excluding fair wear and tear, including damage resulting from:
    a. theft
    b. accident
    c. negligence
    d. wilful damage
4. The Borrower acknowledges that the end of the school year or student graduation does not remove obligations under the School's Commitment to Pay agreement.

Failure to uphold these obligations may additionally result in the Borrower being barred from borrowing any non-essential curriculum materials.

5. LOST, DAMAGED OR UNRETURNED RESOURCES

Resources are issued in good condition. It is the responsibility of the Borrower to return equipment in the same condition, allowing for normal wear and tear. The Borrower may be required to pay for the repair or replacement of equipment that is:

- Lost
- Stolen due to negligence
- Deliberately damaged
- Damaged through misuse
- Returned with missing pages or covers.

Replacement costs will be determined by the School based on the current replacement value of the item. Approximate costs of items are as follows:

- Textbooks - $50
- Novels- $20

6. OVERDUE RESOURCES

Students who do not return Library resources by the agreed due date may:

- Receive reminder notices from the School and have parents/caregivers informed.
- Have their borrowing privileges suspended.
- Be referred to the appropriate Year Level Leader or school administration if equipment remains outstanding.

Only where it is deemed reasonable and necessary to seek reimbursement for the lost, damaged or outstanding library resource will the Borrower be invoiced. The librarian will consider the following factors prior to seeking reimbursement:

- Age of the resource
- Circulation statistics
- Currency & relevance of resource
- Original purchase price
- Current replacement cost

GRAPHICS CALCULATORS

As part of the Mathematical Methods or Specialist Mathematics curriculum, students in Year 10-12 may require a Graphics Calculator. Our school offers various budget-friendly calculator acquisition options.

HIRE FEE & PROCESS

Our Library has limited numbers of the following models available for hire:

- fx-CG50 AU

- fx-CG20 AU

To pursue this option, students need to:

1. Collect a rental agreement from the library front desk
2. Fill their details and return a signed copy to our finance officers
3. Pay a $50 annual hire fee & receive finance officer signature
4. Collect Graphics Calculator from School Library

Hire calculators are strictly limited to the number we have, and students may not have a choice in which model they receive. **The $50 hire fee only covers a loan period for the duration of their classes for that school year.** The calculators will be in working order and have fresh batteries installed prior to handover. The School takes no responsibility for calculators that are lost or damaged after this time.

If you require any further information about graphics calculators, please contact your student's mathematics teacher.

SECOND HAND PURCHASE

The School also has a limited number of second-hand Graphics Calculator models available to purchase from the library via reception/finance.

Available models for purchase:

- Texas Instrument ($50)
- fx-CG50 AU ($150)
- fx-CG20 AU ($100)

If you would like to purchase one of these calculators, please contact our school's finance team who will contact you to confirm availability and issue an invoice. Calculators are strictly limited to the number we have and will be reserved on a first-come first-served basis. The calculators will be in working order and have fresh batteries installed prior to handover. The School takes no responsibility for calculators that are lost or broken after this time.

INTERNATIONAL STUDENT PROCESS

The library holds a separate collection of Graphics Calculators available for International Students to borrow upon request, at no additional cost. These are not to be distributed amongst non-International Students.

International Students must return their Graphics Calculators prior to the end of their enrolment at Mitcham Girls High School and can refer to their school leavers form.