

CLA/CPI

24<sup>th</sup> February 2023

Dear Parent/Carer

### Overdue Library Books

At Alec Hunter we are incredibly lucky to have a well-stocked library, and we have again added to our collection of books during the recent months. Students are privileged to be able to borrow up to two books at a time; indeed, a reading book forms part of the essential equipment that a student is expected to have on them at all times within school. Books are issued for a period of two weeks and can be renewed on or before the date that they are due back for an extended issue period.

In order to maintain the high standard and variety of the library stock, it is necessary for us to pursue students for those books not returned to the library.

The process will now be as follows:

- 1) 1st reminder of overdue books via tutor (2 weeks overdue)
- 2) 2nd reminder of overdue books via tutor (4 weeks overdue)
- 3) 3rd reminder of overdue books via email home (5 weeks overdue)
- 4) **Final action:** request for £5 'lost book' fee or the full cost of the item via Parentpay (6+ weeks overdue).

It would be appreciated if you could deal with these notices promptly if received by your child, as I hope you agree that it is unfair to other borrowers to keep books for longer than the prescribed times. In addition to this it is costly and time consuming to have to send repeat notices. **Therefore, please impress on your children the importance of returning books on time.**

Please note, going forward students with overdue books will no longer be issued with a new book until all missing items have been returned or paid for. Many thanks for your support in this matter.

Yours sincerely



Mrs C Pipe  
Librarian, Careers and Work-Related Learning Coordinator