

LENDING POLICY FOR THE I-SITE

In order to allow all students access to the resources in the i-site it is necessary to ensure resources stay in circulation and not allow individuals to restrict access to other students.

Students are therefore encouraged to purchase their own copy of any course texts.

Students are allowed to borrow up to 5 items at any one time.

The date due back will be stamped inside the resource; this varies according to the nature of the resource.

Renewals will be allowed up to a maximum of three times, i.e. a maximum of a six week loan period.

Failure to return resources on the date required will result in a fine of 50 pence per day until the return of the resource.

There will be no maximum fine; therefore fines will continue to accrue until the resource is returned.

Reminder notices will be sent out on a regular basis via Form Tutors, fines will have already begun to accrue.

Failure to return a resource will result in a notice being sent home requiring the cost of a replacement, however all fines due will also be required to be paid.