



# Rockhampton Girls Grammar School

Est 1892

## TEXT BOOK HIRE 7-12

Girls Grammar has a Text Book Hire Scheme so that families are not required to purchase text books. This scheme allows us to allocate all text books to all secondary students for all subjects. It also allows materials to be purchased in bulk at Primary levels

### **Collection:**

**Year 7-10 students:** new and existing students can collect subject textbooks one week prior to commencement of the academic school year.

**Year 11 students** - At the end of the current academic school year continuing students from Year 11 should borrow their textbooks for the coming Year 12 academic school year.

### **Returns:**

ALL textbooks must be presented to library staff at the end of each year to check for damage, to undertake repairs and make sure each student still has loaned items.

**Year 7-10 students** - return all textbooks to the Library Resource Centre.

**Year 11 students** - At the end of the current academic school year continuing students from Year 11 should return any textbooks not required for the coming Year 12 academic school year.

**Year 12 students** - must return their textbooks to the Library Resource Centre and have library staff sign & date the required exit form.

**Exiting students** - must return all textbook items to the Library Resource Centre

### **Outstanding items charges:**

Resources which are damaged or not returned by the student's last day of attendance at School will be charged through the Girls Grammar Finance Department at full replacement cost plus processing fee. Late returns will not be accepted. This is necessary to ensure full sets of resources are ordered and processed in time for the following academic year.