



Book Rental Policy

Maintenance

Students are responsible for all textbooks issued to them by the book rental scheme and are actively encouraged to take proper care of them. Students should handle them with care. While we make an allowance for standard wear and tear, all marked, damaged or torn books must be replaced with new ones. Students/parents/guardians will be charged the cost to replace the book(s).

Should a book be lost or damaged, then the student/parents/guardians will be charged the price to replace that book and/or lose their deposit. If the cost of lost/damaged books is not paid by parents/guardians by the end of the school year, the school may refuse membership of the scheme for the following school year.

The school will keep track of who is using what book by affixing barcoded labels to each book. This is done before the books are issued. The school uses the Interleaf book rental software to monitor books. The condition of the books is monitored by Class Teachers, Caomhnoirí, Book Rental Coordinator, Moltoirí, Deputy Principals and the Principal.

Return of Books

When books are finished with by each student, they are returned to the Book rental coordinator and must be scanned back into the system. The quality of the books will be assessed upon return. All books must be returned by the completion of the state exams. Deadlines for the returning of books will be communicated to students/parents/guardians.

Student(s)

Students are responsible for all textbooks issued to them by the school. Students are responsible for returning all loaned books into the system when they have finished using them. The cost of loss/excessively damaged books is borne by the student/parents/guardians.

Monitoring and Evaluation Procedures

The Principal is responsible for ensuring that the monitoring and evaluating of the implementation and effectiveness of the policy takes place.

Please note if student direct contributions are not paid we will not be in a position to issue the book rental books to your son/daughter.

Subject to Board of Management/staff ratification.

Signed: _____ Date: _____

This policy was passed by the Board of Management on the 6th June 2023.