



Learning Resource Centre (LRC)

Audiobook Lending Policy

2020/2021

**"What does the Lord ask of you? To act justly, to love
mercy and to walk humbly with your God."**

(Micah 6:8)



Aims

This policy will outline the current procedures for audiobook loans within the LRC. The policy is intended to provide a framework for LRC staff to work to, in terms of rules of use and justify how and when audiobooks will be loaned.

The introduction of audiobooks in the LRC aims to provide students with the facility to access books in an alternative format, which in turn will encourage students to extend their reading for pleasure. Audiobooks are immersive, educational, instructional, entertaining and can also change the way we listen, read and learn, improving the literacy of young readers and those for whom English is a second language.

Loaning and Rules

- All audiobooks will be catalogued in the same way as any lending resource in the LRC; therefore, all audiobooks are clearly barcoded and scanned out to students the same as a book, and once loaned out, the barcode will link up to the student who is borrowing the audiobook. Any fines or overdue loans will prevent students from borrowing an audiobook. Audiobooks cannot be copied or produced in any way; the audiobook must remain for the student/staff personal use.
- Audiobooks may be loaned out to students at the discretion of LRC staff. For example, if there are on-going issues with overdue loans or fines then audiobooks may not be permitted for certain students.
- Students can borrow 1 audiobook at a time as long as they have not exceeded their loan limit of 2 resources. For example:
 - 1 fiction book and an audiobook
 - 1 non-fiction book and 1 fiction book
 - 1 audiobook and 1 non-fiction book

If a student has already 2 books out, an audiobook cannot be loaned out. If a student has got an overdue loan, they will not be permitted use of an audiobook.

Audiobooks are loaned for 2 weeks and must be returned on time. Students may renew and reserve audiobooks as they can with books/DVDs from the LRC. Therefore, if they wish to borrow an audiobook for longer than 2 weeks, they must bring the Audiobook back after 2 weeks in order to get it re-issued for another 2 weeks. If an audiobook has been reserved, the student already borrowing the audiobook cannot renew for longer than 2 weeks.

Charges

There are no late charges on audiobooks. If an audiobook is returned late, the student will be made aware of it and asked to return it. Each student will be aware of this when given an audiobook on loan and by accepting the loan they take responsibility for returning it on time.

The procedure for charging for lost or damaged items is the same as the loaning book policy. We will charge the standard resource a £5 replacement fee through ParentPay when the audiobook has been reported lost or is overdue by 4 weeks (see LRC Policy for more information).

Returns and Condition

When an audiobook is returned, the LRC staff will inspect the disc/s and box to check for any scratches or damage to the item. Any damage must be paid for and a letter will be sent home to explain this if necessary.

Any student found to be misusing an audiobook or using it inappropriately will be banned from borrowing from the LRC and their head of year/form tutors will be informed.