**Book Rental Scheme Policy**

**St. Joseph’s National School, Bekan**

**Revision No. 1 Date: April 2014**

**Book Rental Scheme Policy**

**Aim**

The pupils within the scheme are facilitated to have text books and all additional requirements supplied to them at minimum expense to their parents/guardians.

**Background**

The book rental scheme was set up in St. Joseph’s N.S., Bekan in 2003. All parents/guardians were invited to donate their children’s books to the scheme in order to make it financially viable from the start. With the passage of time, curriculum development and increased pupil enrolment, a more comprehensive scheme has been developed.

**Current Practise**

* Parents are informed in May of the cost of the rental charges and the dates of collection of these fees for the upcoming year.
* Parents receive the terms and conditions of the scheme at the end of May and must agree to same in signature in order to participate in the scheme.
* Monies are collected in the first week in June and receipts are issued.

**Annual Charges**

* The annual charge may vary from year to year.
* The annual school book grant from the DES is distributed through the school to the book rental committee.
* Parents/guardians can discuss alternative methods of payment with any member of the committee or school Principal.

**Procedure**

* The staff and Principal will decide on the book list and additional requirements for the upcoming year. All existing stock of books are used.
* The final book list for each year is presented to the book rental committee.
* Books supplied under the scheme may be new or used and are delivered to the pupils at the discretion of the book rental committee.

**Purchase of Books**

* Pupil numbers for the next academic year are calculated.
* Stock balances are deducted from orders. Books and all additional requirement orders are placed and purchased.

**Maintenance**

* Pupils are responsible for all textbooks issued to them by the book rental scheme and are actively encouraged to take proper care them.
* Pupils should handle them with care. Pen and pencil marks, water damage or torn books will not be accepted and must be replaced.
* All text books are covered by the book committee with clear plastic covers.
* Teachers also have a vital role to play in the proper care and condition of the textbooks.
* Inspection of all books will take place by the book committee during first week in June. The condition of the books is monitored.
* In normal circumstances text books will be kept in circulation for a period of up to five years.
* New schemes will be introduced on a phased basis to keep running costs to a minimum.

**Distribution of Books**

* When the book list for each class is complete, they are sent home with each pupil.

**Return of Books**

* When books are finished in each class, they are returned to the book committee.
* A date is decided with the Principal as to the last date for all book returns from the teachers.
* The cost of lost or damaged books is borne by the parents.

**Book Rental Scheme Membership**

* Membership of the book rental scheme is at the discretion of the Board of Management of St. Joseph’s National School.
* All parents/guardians must read and accept the book rental scheme terms and conditions.

**Policy Ratification**

Signed on behalf of the Board of Management:

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: 2015/2016