



# BOOK RETRIEVAL POLICY

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## Purpose of this document:

The purpose of this policy document is to ensure that the school's **LTSM** is maintained and well kept. It reflects the constitutional responsibility of government to provide quality schooling for all.

## *The Fundamental Principles*

In a world where businesses and schools rely on technology for their day-to-day running, at Ethembeni, we too acknowledge our dependence on our technological resources.

However, we want to state categorically that **BOOKS** will always be a cornerstone and a major resource at our school. By "books" we include, **TEXTBOOKS, LITERATURE (SETWORK) BOOKS, EXAM MATERIAL ; STUDY GUIDES (MIND THE GAP); TABLETS ; IPad or MiPad ; COMPUTERS ; LAPTOPS** as well as **WRITING BOOKS** which may be handed out or distributed to learners during the course of every financial year.

## *MANAGEMENT OF BOOKS*

### **A: ISSUING OF TEXTBOOKS AND SETWORK BOOKS**

1. The Subject teacher hands out books that are in good condition to each learner at the beginning of each year.
2. Each book must have a **NUMBER**. This number will be written on the outside pages of the book, parallel to the spine.
3. Numbers will be written in blue/red / black khoki pen.
4. Each book will have the school stamp applied on random pages throughout the book.
5. If a book is new, or not covered in plastic, the teacher will hand out plastic and sellotape to the learner(s) to make sure the book (s) is covered.
6. The teacher must make sure that each book has a **RECORDING PAGE** on the inside cover.
7. This recording page will have space for each learner to record his/her name, the year, as well as the number of the book.
8. When the learner receives a book, the teacher must ensure that he/she signs for the book on a class list.
9. The learner will also record the number of the book he/she has received.
10. The teacher keeps this original list in his/her record book, makes a copy for the office.
11. This copy is handed in to a designated administrator in the office.
12. To ensure that the books are kept in a good condition, the teacher will have a book check once a **TERM**.
13. This check will be recorded on the original list he/she has kept.
14. Lost or damaged books will be reported immediately to the office.

### **B: RETRIEVAL OF BOOKS**

1. Retrieval of books will happen on the last day of the last exam (for the relevant year) for that subject.
2. The subject teacher will inform the learners beforehand of the venue and the time when the books will be retrieved.
3. The teacher will check that the number of the book is the same as the one assigned to the learner.
4. The teacher will sign- on the original list where the learners had signed for the receipt of books – that the learner has handed in the correct book.
5. No books will be taken in that are not in a good condition. These have to be covered or replaced by the learner.
6. The teacher will ensure that the books that she/he has collected are transported to the book room and neatly packed in their allocated place.
7. A copy of this updated book list (Class list- see#4) must be handed in to the Secretary/ Administrator in the office.

### **C: REPLACEMENT OF BOOKS**

1. A learner who loses a book/ iPad / Tablet/ Electronic device issued to the learner by the school must replace it. The parents are responsible to replace any lost books or books that are torn and cannot be reused.
2. A Parent/ Guardian will be entitled to pay **R200.00** per lost or torn book (which is beyond repairs due to negligence) and **R500.00** for broken or lost iPad/ Tablet. This amount may change depending on the selling prices for the lost books for the year.
3. **No learner will receive a Report; Statement of Results or Certificate if there are any books/ iPad / Tablet /Electronic device issued still outstanding.**

SIGNED ON \_\_\_\_\_

**SGB CHAIRPERSON:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

**TREASURER:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

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