

Library Membership & Borrowing Policy

Hunter Chinese Language School provides a community library to support Chinese language learning, reading and cultural engagement.

1. **Membership**

Library membership is available to current students and families of Hunter Chinese Language School. The annual membership fee is **\$1 per family**.

2. **Borrowing Limit**

Members may borrow up to **three books at one time**.

3. **Loan Period**

Books may normally be borrowed for up to **two weeks**. Renewals may be available if no other member is waiting for the book.

4. **Borrowing Requests**

Members may browse the Online Library Catalogue and submit a borrowing request through the school website. Borrowing is subject to availability.

5. **Collection and Return**

Books must be collected and returned at the agreed location and time. Collection and return arrangements will be confirmed by the school.

6. **Care of Books**

Members are responsible for taking reasonable care of borrowed books and keeping them clean, dry and protected from damage.

7. **Lost or Damaged Books**

If a book is lost or significantly damaged, the borrower may be asked to replace the book or contribute towards the replacement cost.

8. **Late Returns**

Please contact the school if a book cannot be returned by the due date. Repeated late returns may temporarily affect borrowing privileges.

9. **Library Activities**

Library members may be invited to future reading clubs, book-sharing activities and other Chinese language and cultural events organised by the school.

10. **Community Donations**

The library continues to grow through school resources and generous community donations. Donor acknowledgement will only be published with the donor's permission.