



## **Book Rental Scheme**

This scheme has been organised in the school since 2007. Books are purchased and covered. The school will notify parents of the costs involved – currently €40 per child for all books and workbooks needed. DES grant is used to cover costs for families with genuine financial difficulties and to replenish book supplies. Additional library books and ancillary books and materials are also purchased through the book rental scheme and made available to all pupils.

- The scheme is administered through the school with class teachers co-ordinating the books for their classes.
- New books are ordered by the secretary and all books are numbered to facilitate record keeping.
- All pupils and all subjects are covered under the scheme.
- Books remain the property of the school and are loaned out at an annual rental.
- Included in this rental are all books and workbooks – including those which are written in and cannot be re-used.
- Rental money will go towards the costs of replacement books.
- Children are requested to take good care of books loaned to them.
- In September, teachers record the number of each book given to each child. This record is given to the Secretary. In June, the teachers collect the record and check off books as they are returned.
- Lost or damaged books must be replaced by the family involved.
- In June, the SNAs, as part of CP hours, sort the books which have been returned, and distribute the books for the following year to each classroom.
- Extra or replacement books are ordered by the secretary.
- Book lists are sent to each family, enabling them to purchase the books themselves, if they don't wish to participate in the scheme, though to date all families avail of it.