

### **Book Return Procedures**

If you are in S4, 5 or 6, you need to return all your books (including textbooks, resources and library books) from all subjects to the LRC.

Textbooks, books and resources should not be returned to your class teacher.

### **Process for returning book S4 and 5**

Books can be handed into the LRC after you complete an exam, finish your last exam or at an S5 or 6 assembly (date to be confirmed).

If the library is closed due to an exam, you can post your books through the returns box (located at the bottom of the library stairs). Please ensure you use the post-it notes provided and put your name and class on each book and that you return.

### **Process for returning book S6 and leavers**

Books can be handed into the LRC after you complete an exam or when you finish your last exam.

If the library is closed due to an exam, you can post your books through the returns box (located at the bottom of the library stairs). Please ensure you use the post-it notes provided and put your name and class on each book and that you return.

### **Deposits and yearbook collection**

Book deposits will be returned on Thursday 8 June, 11am – 12pm in the Atrium. To receive your book deposit all books must be returned by Friday 2 June. At this time locker deposits and yearbooks will also be handed out.