



**OUR LADY OF MERCY SECONDARY SCHOOL**

**Book Rental Scheme Policy and Procedures 2023-2024**

This Book Rental Policy and Procedures is in line with Circular Letter 0046/2013 and the Guidelines for Developing Textbook Rental Schemes in Schools, 2012. The Board of Management has ultimate responsibility for the Book Rental Scheme and the Principal is responsible for its implementation through the Book Rental Scheme Coordinator (s) and the Book Rental Scheme Team.

In this policy, the following terms have the following meaning:

- **Parent** refers to parent/parents or legal guardian/guardians.
- **Staff** refers to teachers, SNAs, examiners, supervisors, secretarial staff, support staff, caretaker, maintenance staff and other adults as inferred by the context.
- **Abbreviations:** OLM (Our Lady of Mercy Secondary School), DES (Department of Education & Skills, BRS (Book Rental Scheme)

### **Objectives:**

- That all students are facilitated to have textbooks at minimum expense to their parents.
- Keep textbook changes to the absolute minimum. We aim to get as much use as we can out of every book we buy.
- Bulk-buy our books and negotiating the best discounts we can get. We source good-quality second-hand books where this is the best approach.
- Seek to extend the life of each individual book in the scheme to secure the best possible return for parents & students by:
  - fitting durable plastic covers to new books before they are put into circulation.
  - Monitoring the condition of books at the end of each academic year and repair as needed.
  - Providing lockers for students to rent at an annual cost.
  - Updating our software package to keep an accurate track of books that are given to and returned by students.
  - Encouraging students to take good care of their books.

### **Administering the scheme:**

- A coordinator, with overall responsibility for the scheme, is appointed. In OLM there is a coordinator appointed from our administrative staff and there may be a member of teaching staff appointed as BRS coordinator if resources allow.
- The coordination and administration of the scheme is undertaken by the coordinator (s).
- A BRS Team, committed to assisting in the administration of the scheme, is established. The BRS team members are appointed from within the school's existing resources and include the coordinator (s), ancillary and part-time staff.
- All records of book rental transactions are contained in an income and expenditure spreadsheet by the School Office Manager.

- Records are maintained of all transactions and are reviewed annually.

### **Procedure for the BRS:**

- January-February: The BRS Coordinator (s) liaise with Subject Department Coordinators regarding the previous year's booklists.
- February: Deadline for submission of list of new books requested.
- February: The BRS Coordinator (s) meet with the senior management team and the School Office Manager to draft a BRS budget to include the purchase of new books, and materials required to administer the scheme.
- February: The BRS Coordinator (s) submit an annual budget to the Finance Subcommittee of the school, which in turn recommends to the Board of Management for approval.
- March-June: The BRS Coordinator (s) liaise with publishers regarding the purchase of new sets of books or any replacement books that are required to be purchased.
- May-June:
  - 1<sup>st</sup>, 2<sup>nd</sup>, TY and 5<sup>th</sup> Year students return their books during the House Exams.
  - Returning books are scanned into the system to keep accurate records of outstanding books.
  - BRS team engage with students and parents for the return of outstanding books.
- June: All 3<sup>rd</sup> and 6<sup>th</sup> Year students return their books during the state examinations.
  - Returning books are scanned into the system to keep accurate records of outstanding books.
  - BRS Team engage with students and parents for the return of outstanding books.
- June-August: BRS team ensure that books required for each student are prepared.
  - Outgoing books are scanned out of the system to keep accurate records of books being given to students.
- August:
  - BRS team disseminate the books to students based on a timetable for collection.
  - Parents sign a contract stating that they have received all books.
- September-May:
  - School personnel (Year Heads, BRS Coordinator (s)) actively engage with parents regarding payment plans.
  - BRS Coordinator (s) complete stocktake of new and existing books

## **Rules of the Scheme**

The following terms and conditions apply to our BRS scheme:

1. **The scheme is voluntary.** Book lists are supplied in June and parents remain free to source their own books if they wish.
2. **An Annual Rental charge** is payable each year. The rates are set by the Board of Management in May-June each year. This single payment will secure the rental of all relevant textbooks listed in the booklist as and when required throughout the school year. The rental charge is set each year to meet the costs of running the scheme.
3. **Membership of the scheme is at the discretion of the Board of Management.**
  - a. Any student found to be abusing, defacing, or disposing of rented books will be dismissed from the scheme and will be required to supply their own books for the remainder of their time in school.
  - b. The Board of Management authorises the school to set up payment plans for parents, with a minimum deposit fee paid in advance. This fee is set by the Board each year.
  - c. Parents who do not pay the annual school charge will be subject to reminder letters from the BRS Coordinator (s) and the Board of Management. The Board of Management will meet in May-June of each year and has the authority to remove parents from the BRS if they fail to pay the charge.
  - d. Re-admission to the scheme is conditional on the safe return of all books supplied in the previous year, or payment of compensation for books lost or damaged. Books must be returned during the summer and/or state exams.
4. **If books are lost or damaged**, full compensation will be required before readmission to the scheme.
5. Books supplied under the scheme **always remain the property of the school**. They will be subject to inspection at any time by a member of the teaching staff.
6. Purchase of **school stationery and disposable materials** remains the responsibility of parents.

This BRS policy was adopted by the Board of Management on 3<sup>rd</sup> October 2023.

Signed:

Signed:

Chairperson of Board of Management

Principal

Date: 3<sup>rd</sup> October 2023

Date: 3<sup>rd</sup> October 2023

Date of next review: October 2024

