Welcome to the Library

Library Information:

- Students visit the library every week.
- Loans are one book for two weeks per student.
- A bag is required for carrying and protecting books, e.g. reader bag, book list bag, plastic wallet.
- Damaged books should be returned to the library as soon as possible, as we can repair most damage.

Overdues/Lost/Damaged books:

- Overdue notices are issued regularly, via email. If you have not provided an email address, your child will receive a paper copy.
- The message is as follows:

"Our records indicate your child's library book is now overdue and should be returned to the school library.

Please check your home and if you cannot locate the book contact your child's Home Group teacher by a written letter or in person requesting a check of the classroom.

If the book is not located, please print this notice and return to the school with an explanation.

The school's office staff are unable to assist in providing information regarding overdue books. If you have further queries please direct them to your child's teacher or email cranbourne.east.ps@edumail.vic.gov.au with the subject heading: LOST LIBRARY BOOK."

Donations:

- CEPS accepts donations of books at any time. Please take them to the front office, with a note of who is donating, and they will be passed to the library.
- Book lists (Library Voluntary Contribution):
  - Families have the option to donate each year to our Library Fund. This money is used to directly benefit and support students by purchasing books.
- All books donated, will have a personalised label placed inside each book, acknowledging your contribution.

Library Activities:

- Recess time borrowing is available for selected year levels on timetabled days.

Scholastic Book Club:

- Book club catalogues are issued twice each term, via your child's Home Group.
- Book Club is via LOOP ***only***. Please see the instructions below for details, if you have any problems with LOOP, please contact Scholastic for assistance.
- Please note Foundation classes begin with a zero (e.g. 0W).
- Book Club orders will be distributed by home group teachers when received from Scholastic.

SCHOLASTIC

Book Clubs LOOP

Login www.scholastic.com.au/LOOP or download the APP from the App Store or Google Play.

1. For a quick start just click on ORDER in the top menu or REGISTER first to save your details for next time.
2. Select your school and your child's class. (Prep classes start with a zero).
3. Add your child's first name and last initial (so the school knows who the book is for).
4. Enter the item number from the book club catalogue.
5. You can order for multiple children at once if they attend the same school.
6. All orders are linked directly to the school for submission to Scholastic. Books will still be delivered to your child's classroom if you order by the school's nominated close date. (See classroom windows for notice.)
7. There is no need to return paper order forms, or payment receipt details to your school.

For a quick how-to-order video login to www.scholastic.com.au/LOOP, and click on HELP in the top menu.

For any enquiries concerning the library, please send an email to cranbourne.east.ps@edumail.vic.gov.au, with a subject of "LIBRARY".

Samantha Curran
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