

Unity College Library Lost or Damaged Resources Reimbursement Policy 2022

DAMAGED RESOURCES and LOST RESOURCES

Unity College aims to provide an affordable quality education to all students. Fees and Levies collected at Unity College are used for the following purposes which are aligned to the Vision and Mission of the College:

- Provide teaching, administrative and classroom support
- Provide essential resources, materials, facilities, and equipment
- Assist with providing activities such as excursions
- Maintain buildings, grounds, and other facilities
- Provide new buildings and ground enhancements

To ensure the quality of the resources provided is kept to a high standard, the College needs to maintain and protect them. An important aspect to this protection is to empower the student/user to maintain the resources that they borrow or use to the same standard as when they borrowed them.

Lost or Damage Resources

To enforce this point, the College has instigated the following policy whereby any user who loses a resource or damages a resource beyond repair, will be expected to pay the replacement cost of the resource. If the resource is no longer able to be purchased, a similar resource in terms of type and/or content and cost must be paid for.

Recovery Steps

Families will be notified of the lost/damaged items via an email as soon as the item is overdue. A further two emails are sent to both the student and parent/guardian stipulating the relevant information. If there has been no action as a result of this correspondence a charge will be made to the family account. The name and cost of the resource will be itemised on the account.

Disputes

If there are any disputes that arise with the loss process or damage determination of an item please contact the College Library for clarification.

Returned Lost items

If a lost item is “found” and returned in good condition, the charge that was levied against the family account will be reversed.