

LIBRARY

POLICY

Rationale

The school library is a vital teaching and learning environment in the school community. It has the dual role of creating a challenging and responsive learning environment, whilst also providing a dynamic resource and information service.

The library provides access to an organised collection of teaching and learning resources and services designed to meet the educational, recreational and cultural needs of the school community.

Aim

- To support the development of student literacy through a wide variety of literature, resources and information services
- To provide a range of literature that will stimulate interest in reading as an enjoyable and worthwhile leisure activity
- To develop literature selection skills to enable students to make a critical selection of resources matched to their level of interest and ability
- To support the development of information literate learners - able to access, process, organise, create and present information in a range of ways - as discerning users of information
- To provide an organised and well-managed collection of information resources that are relevant and dynamic to support and enhance curriculum delivery
- To provide an environment (as an alternative to the outside playground) which fosters interpersonal, social and recreational activities and skills

Implementation

- The Library budget managed by the Library Coordinator, in consultation with other library and teaching staff, to ensure that the collection is dynamic and relevant to the reading, curriculum and professional needs of students and teachers

- Students will be encouraged to suggest books for purchase that reflect their current interests and needs
- A Parent Reference Library will provide resources to support the knowledge and needs base for parenting, well-being and child welfare
- A group of Library Technicians will support the Library Teacher in terms of cataloguing and maintenance/repair work
- Parent volunteers are welcomed to provide additional support returning and shelving books in the collection
- An annual stock-take of selected areas of the Library collection conducted.
- Bookmark software used to manage and access the Library collection. From Year 3, students taught sequential skills in using both the *circulation* and *search* tools of the Bookmark program
- The school timetable will ensure equitable access to the Library for lessons, borrowing and research time
- The Library teaching program related to Victorian Curriculum Humanities studies where appropriate
- The Library will be welcoming and inclusive, using displays and activities that display student interests and achievement
- Activities/incursions based around Book Week, the Book Fair and Author Visits, will be used to encourage and excite our readers
- Library events promoted at assembly, on the Library notice/activity boards and by regular reports to the school community via the Newsletter.
- Librarians will be mindful when choosing suitable items for student borrowing and lessons conducted in the library. Any material that relates to potentially contentious subject areas such as religion, politics, culture, race or gender to be deemed suitable at the discretion of the Principal.

Loans

- Students are required to have a library bag in order to borrow

- Students may borrow resources for two weeks. If a longer period is required, the item may be renewed provided no reservation exists for that resource
- Students may request that an item be reserved for them on the automated system
- If a student is transferring out of the school, the status of their library borrowing checked to ensure all items returned
- Students are prohibited from borrowing items with their parent's code
- The Library will be open on certain days before and after school for student and parent borrowing. The timetable will be displayed on the Library door.
- Students are not allowed in the Library **at any time** without a supervising teacher

Standard guidelines for borrowing for all members of the school community are:

Prep	One item
Year 1-4	Two items
Year 5-6	Three items
Staff	Unlimited. Staff resources are available for borrowing in Room 30 - Staff Centre
Parents	Five items

If items are not returned after 14 days, individuals will be prohibited from borrowing until the item is returned or replaced. **No exceptions.** Individuals will be charged \$10 to replace any damaged or misplaced book from the Library. If students find and return lost items after they have been paid for, there is a process in place for parents to be reimbursed through direct funds transfer.

Review

This Policy will be reviewed as part of the 3-year cycle, or at any other time determined as necessary

This policy was last ratified by School Council in...	August 2019
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