



**TEMPLETON**  
MELBOURNE, AUSTRALIA

# Library

---

## 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 central school 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.

## Aims:

- 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 is 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 Coordinator will manage the library budget, in consultation with 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 Library Technician will support the Library Teacher in terms of cataloguing and maintenance/repair work.
- Parent volunteers are welcomed for the support that can be given in returning and shelving books in the collection.
- An annual stock-take of selected areas of the library collection will be conducted. Students with books deemed to be 'lost' will be asked to pay a nominal fee towards the replacement cost of the book.
- 'Bookmark' software will be used to manage and access the library collection. From Year 3, students will be 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 will be related to AusVELS level Humanities studies when appropriate
- The library will be welcoming and inclusive, using displays and activities which highlight student interests and achievement.
- Activities/incursions based around Book Week, and other promotions such as a Book Club Bonanza, will be used to encourage and excite our readers.
- Library events will be promoted at assembly, on the library notice/activity boards and by regular reports to the school community via the Newsletter.

### Loans

- Students are encouraged to have a library bag to borrow.
- Students may borrow resources for two weeks. If a longer period is required, the item may be renewed if 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 them
- Library borrowing will be checked to ensure that all items have been returned
- Standard guidelines for borrowing are

Prep & Yr. 1	One item
Year 2	Two items
Years 3-6	Three items
Staff	Unlimited
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.

If staff lose a borrowed book, Grade level budgets will be charged a fee to cover replacement costs.

### **Evaluation**

This policy will be reviewed in accordance with the school's three-year review cycle.

---

**Last ratified by School Council in August 2022**