

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 will be 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 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 Victorian Curriculum Humanities studies when appropriate

The Library will be welcoming and inclusive, using displays and activities which showcase 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 required to have a library bag in order to borrow

Students may borrow resources for two weeks. If a longer period of time is required, the item may be renewed as long as 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 will be checked to ensure that all items have been returned

Standard guidelines for borrowing are:

Prep & Year 1	One item
Year 2	Two items
Years 3-6	Three items
Staff	Unlimited. Staff resources are available for borrowing in Room 30 - Staff Centre.

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....

May 2019