

LIBRARY POLICY

PURPOSE

The role of the library is to provide and maintain an up-to-date carefully chosen, resource collection that satisfies the needs of the staff and the children of the school. The collection provides for both the educational and recreational needs and caters for a wide range of abilities and interests. It will provide a balance between many different types of materials of the highest possible quality in order to assure a comprehensive collection appropriate for the users of this library. The library also provides a computerised resource management system, by which not only library materials, but also a multitude of curriculum and support materials can be recorded, tracked and inventoried.

The aims of the library are also:

- To provide a stimulating, warm and welcoming library where children will want to come to share in the pleasure of books.
- To offer an ordered, well-developed program of information skills and literature in association with classroom teaching.
- To encourage all members children to enjoy and use the library's resources.
- To provide every student and staff member with a comprehensive range of multi-media resources to aid learning and personal development, including learning technologies such as CD-ROM and the Internet.
- To provide a range of audio-visual software, such as charts, pictures, CDs and DVDs to assist teachers in the presentation of lessons.
- To provide library time for whole class or small group research activities.

GUIDELINES

- The library will be open from 9.00 – 3:30 daily.
- All grades will be offered the opportunity to make a time to visit the library.
- The teacher-librarian/library technician will assist with finding resources to complement current topics.
- Class teachers may make arrangements to use library facilities during non-time-tabled periods.
- The library is always open to individual staff members.
- The library is available to the school community as a venue for approved meetings, displays, etc.
- As library materials are expensive, it is reasonable to request of parents a \$10.00 (or price of book if known) replacement for ruined, damaged or lost books. It will be left to the librarian/library technician to make such requests of parents.
- The library cataloguing system will operate in general, according to the conventions of the Victorian Primary Schools Librarians Association. Variations to these conventions, which take account of local needs, will be decided upon the librarian/library technician. Relevant sections of the CSF II, the School Charter and School Policies will provide the guiding focus for programs of instruction developed in the library.

- Library resource acquisition and management is a continuing process, with a constant turnover of old material, and subsequent replacement with new. When ordering new material, consideration will be given to requests by children, staff and parents.
- Where appropriate, relevant excursions and visiting speakers such as authors and illustrators will be included as part of the library program. Membership of local and statewide professional networks and associations will also be maintained as a key means of support.
- To ensure thorough access, all children and staff will be educated in relevant modules of the computerised management system. For the students this will be an on-going process throughout their schooling. Students will also progressively develop resource location skills.
- The library provides a support role in all of the Key Learning Areas. In particular, the purchase of teacher reference and curriculum support materials is dictated by the needs of the various curriculum teams.

EVALUATION

All policies will be reviewed as part of the school's cyclic review process. This policy will be reviewed in June 2014

Evaluation is the responsibility of the librarian/library technician. Suggestions for development of the library program and collection will be sought from staff and students. This will be correlated with usage statistics gained from the library circulation system, as well as feedback by way of staff and student surveys.



COUNCIL APPROVED: _____

DATE: _____