

POLICY NO. CUR013 (Previously #21)

LIBRARY

Written by: The Library Subcommittee comprising B Pepper, A Johanssen and R Major in consultation with the Education Sub Committee

Date approved by School Council: 10th September, 2012

Rationale:

To support the development of 21st Century research skills in our students. It is essential that the library be maintained, co-ordinated and developed to provide for efficient use by staff, students and the community.

Aims:

- To provide a library for use by the school community that is modern, inviting, appropriately resourced and well utilised by all.
- To ensure that the assets located in the library are secure and well-maintained.
- To engender a love of reading

Implementation:

- School council will over time provide a modern, well resourced and technically advanced library facility.
- The library will house all reading schemes and materials, all fiction and non-fiction resources, all audiovisual equipment, all multimedia resources such as DVDs, teaching aides, teacher references and similar materials and equipment.
- Computers, barcode scanners and folders containing barcodes for children and teachers will be available in each Library area for borrowing, returning and searching for books.
- Three classroom teachers, with parent helpers, will oversee all operations that relate to the library.
- All classes of students will be allocated weekly access to the library as part of a specialist timetable. Each access visit will incorporate time to explore and enjoy the library resources and borrowing opportunities.
- The library will open, with assistance from parents and students, for reading and research.
- All library materials and resources will be identified as school property, and will be effectively marked, and will be bar-coded.
- All library assets will be electronically stored on a central database, and can be borrowed by approved persons, via an automated borrowing system.
- Classroom teachers will be able to bulk borrow library books, and will stock their classroom libraries from the school library.
- The library facilities will be made available to the wider school community for use on certain predetermined afternoons, but any borrowing will be limited to families associated with our school.
- Lost or damaged resources must be paid for by the parents of students who borrowed the item/s in question.
- Borrowing privileges will be suspended or permanently removed - at the discretion of the Library Sub Committee - from people who do not return Books/resources by the due date and in a similar condition as when borrowed.
- A significant program budget will support the school library annually.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.