

LIBRARY

POLICY

Rationale:

- The library is the central location for literature resources and research material. It is essential therefore that the library be effectively and efficiently maintained and developed.

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.

Implementation:

- School council will over time provide a modern, well resourced library facility.
- The library will house all reading schemes and materials, all fiction and non-fiction resources, all multimedia resources such as DVDs, teaching aides, teacher references and similar materials and equipment.
- An up-to-date multimedia computer centre will be located in the library primarily for use as a research facility.
- A trained teacher librarian 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, and each access visit will incorporate a lesson from the library teacher, time to explore and enjoy the library resources, and borrowing opportunities.
- The library will open before school for borrowing and at lunchtimes for reading and research.
- All library materials and resources will be identified as school property, will be effectively marked, and will be bar-coded.
- All library assets will be electronically stored on a central database, and can only be borrowed by approved persons, via an automated borrowing system overseen and managed by the teacher librarian.
- 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 evenings, 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 from people who do not comply with the school's expectations.
- 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.

This policy was last ratified by School Council on....

November 2014