

# LIBRARY POLICY

## POLICY

### **Rationale:**

The library is the central location for literature resources, research materials and teaching materials. In this capacity the library houses the most expensive collection of assets owned by the school. It is essential therefore that the library support teaching effectively and is efficiently maintained and developed.

### **Aims:**

- To support the school's CAFÉ literacy program in providing suitable fiction and non-fiction books that will enhance the student's reading success.
- 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 bought by the school community, located in the library, are secure and well maintained.

### **Implementation:**

- The library will house all reading schemes and materials including guided reading and take home reading materials, all fiction and non-fiction resources, all audio-visual equipment, all multimedia resources such as DVDs, teaching aides, teacher references and similar materials and equipment.
- All classes of students can access the library as part of the timetable, and explore and enjoy the library resources, and borrowing research opportunities.
- All staff and students are responsible for keeping the library and book shelves tidy and returning books to the appropriate section on completion of use.
- 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.
- The library will purchase books from a range of sources that complement the CAFÉ reading program.
- The librarian will consult with staff when purchasing books to ensure that books purchased meet the teaching requirements.
- The library will begin to incorporate online resources, such as online encyclopaedias and reference materials into the library's electronic collection, in consultation with teaching staff.

- The school will accept donations to the school library but will reserve the right to assess the suitability and condition of the book/s to the teaching and learning goals of the school. If the books do not meet the school requirement the library will dispose of the books appropriately.
- Lost or damaged resources must be paid for by the parents of students who borrowed the item/s in question.
- Borrowing privileges may be suspended from people who do not comply with the school's expectations.
- A significant program budget will support the school library annually.
- The student who borrows the book is responsible for its return. It is non-transferrable. (DON'T hand to a teacher or another student.)
- Borrowed books are entered into the library computer borrowing catalogue.

**Evaluation:**

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

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

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