1.0 PURPOSE OF POLICY

1.1 To provide a resource to enrich and support the school programs.
1.2 To stimulate students enjoyment of reading.

2.0 PRINCIPLES

The library should:
2.1.1 Provide resources to support the information needs of the school community
2.1.2 Provide access to a range of resources and facilities.
2.1.3 Provide a program for teaching research skills.
2.1.4 Promote reading and research.
2.1.5 Foster appreciation of books and other media.
2.1.6 Employ strategies to maximize access to print and electronic resources.
2.1.7 Provide training for staff in the use of library ICT facilities.
2.1.8 Provide a supervised area for students to access over lunchtime.

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

The library staff will:
3.1 Ensure that the library resource centre is multifunctional and a focal point for student learning.
3.1.2 Regularly review the collection and resources for relevance.
3.1.3 Provide a budget through the School’s Program Budgeting that allows for growth and updating of the collection.
3.1.4 Consult with teaching staff regarding future resources needed to support the curriculum.
3.1.5 Implement strategies to encourage patronage and use of the library resources, and provide an attractive, quiet and relaxed environment.
3.1.6 Inservice users on the correct borrowing procedures.
3.1.7 Implement strategies that will promote reading and research, and foster appreciation of books and other media.
3.1.8 Carry out an annual stocktake.
3.1.9 Manage the automated library system and related technology.
3.1.10 Help students use a range of resources and technologies.
3.1.11 Be provided in sufficient numbers to promote and maintain the resources.
3.1.12 Work co-operatively with subject teachers to support the teaching of information skills P-12

3.2 The library will be open for students, teachers and the general public according to a published schedule.
3.3 Research skills and literature will be introduced and developed in a sequential program.
3.4 Each class P-10 will be time-tabled weekly into the library in consultation with the Librarian.
3.5 Library classrooms are available for use through a booking system.
3.6 Library staff will prioritise the borrowing of all library patrons.
3.7 Students accessing the library for Private Study/ Distance Education are required to sign in and out at the circulation desk.

3.8 Private Study is to be undertaken in an appropriate manner, students not complying will have other arrangements made by staff from the Principal Class.

3.9 Any student being sent to the library for research purposes must have their directory signed by their class teacher. A maximum number of 6 students can be sent from one class. This is dependant on the availability of working space in the library at the time.

3.10 Lunch time supervision is from the 1.25 bell for 25 minutes five days a week.

3.11 Wet Day Operation students require a library pass to access the library over the lunch time. (6 available per classroom)