

## **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.
  - 3.1.1 Regularly review the collection and resources for relevance.
  - 3.1.2 Provide a budget through the School's Program Budgeting that allows for growth and updating of the collection.
  - 3.1.3 Consult with teaching staff regarding future resources needed to support the curriculum.
  - 3.1.4 Implement strategies to encourage patronage and use of the library resources, and provide an attractive, quiet and relaxed environment.
  - 3.1.5 Inservice users on the correct borrowing procedures.
  - 3.1.6 Implement strategies that will promote reading and research, and foster appreciation of books and other media.
  - 3.1.7 Carry out an annual stocktake.
  - 3.1.8 Manage the automated library system and related technology.
  - 3.1.9 Help students use a range of resources and technologies.
  - 3.1.10 Be provided in sufficient numbers to promote and maintain the resources.
  - 3.1.11 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.

**Timboon P-12 School  
Library**

**POLICY**

- 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 diray 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)