



LIBRARY PROCEDURE

RATIONALE

The school library is a centre offering a pleasant, welcoming environment which aims to stimulate and extend every student's awareness of the world beyond that of themselves.

Our school community needs a Library Information Centre which, as an independent learning centre, meets resource needs, is a focus for reading and promotes the values accepted in the School Charter.

PURPOSES

To actively support teaching and enhance students' learning within the total school programme by:

- Creating a positive learning environment for all users.
- Providing opportunities and resources for users at all levels to develop information and research skills and use them confidently in all subjects across the curriculum.
- Developing students' reading experience and extending their interests by making available well selected reading materials in all forms. This should include fiction and non-fiction.
- Catering for different learning styles and needs, including physical and intellectual abilities, cultures and genders.
- Promoting the awareness of resources within the community and extending the resources available to school library users through liaison with other libraries and related institutions.

OBJECTIVES

- 1 To provide students with a range of resources that will support the curriculum and meet the needs of the school community.
- 2 To provide resources that take into consideration the varied interests, abilities, learning style and maturity levels of the students.
- 3 To provide the recreational needs of the school community in order to extend reading ability, awareness and enjoyment of literature.
- 4 To provide a range of resources presenting a balanced view of issues so that learners can develop critical and analytical research skills to make informed judgements.
- 5 To provide resources representative of the many religious, racial, ethnic and cultural groups in the community.

RESPONSIBILITY FOR SELECTION

Any staff or student may assist with the selection of materials, but the final responsibility for selection of library resources rests with the School Librarian and Principal.

DESIRED OUTCOMES

The school is committed to maintaining a Library which fully meets the users' needs, ensuring all are given the opportunity to become confident, enthusiastic readers and effective information users.

Librarian (*Priorities for use of time*)

- 1 Obtain sufficient funding to enable library development to continue.
- 2 Set library procedure (for endorsement by the Principal and staff) on:
 - user service (for staff and students)
 - selection and management of all school resources
 - storage, issue and retrieval procedures
 - organisation of the work of ancillary, voluntary and student help
- 3 Be responsible for selection of resources for the library to support the school curriculum and maintain a balanced collection.
- 4 Be responsible for management of the library budget for maximum economy and efficiency.
- 5 To develop, evaluate and modify programmes to encourage effective library utilisation by all users.
- 6 To work towards improved use of the resource by teachers:
 - Co-operating with in-service committees
 - Assistance on curriculum committees
 - Planning programmes with teachers
- 7 To ensure that the library environment is conducive to learning and the personal development of users.
- 8 To maintain systems of classification and cataloguing appropriate

LIBRARIAN RESPONSIBILITIES

- 1a Make decisions about library systems, hours, timetabling, stocking and planning in relation to other school resource areas.
- 1b Write a plan of action in library development over a period of three to five years setting priorities.
- 1c Allocate work among the people available.
- 2a Regularly review journals, catalogues and other materials or resources, planning orders accordingly.
- 2b Write a set of criteria for selection and evaluation of materials to help keep directions clear.
- 3 Establish programmes in library use, working with staff to ensure that students are able to develop:
 - Knowledge of books
 - Library competence for answering enquiries
 - The foundation of skills in selecting their material
- 4 Help to plan in-service work to acquaint staff with library resources for all areas of the curriculum. Attend meetings and bring teachers and materials together when instructional programmes are being planned. Work beside teachers to bring suitable materials forward as instructional programmes are planned.
- 5 Organise and encourage displays, signposting and setting out of the library to encourage an inviting and lively atmosphere. Supervise classification and cataloguing – in some cases the teacher-librarian may need to undertake the classification – and set the pattern to ensure consistency and practicability.

Review responsibility: Principal and Librarian

Date Confirmed: 11 August 2020

Principal: *Karla Mitchell*