

# Library Policy



## 1.0 Policy Statement

### 1.1 Objectives - Policy statement

- Libraries are an essential resource within New South Wales government schools to support teaching and learning in the context of syllabus and curriculum requirements.
- Libraries provide teachers and teacher-librarians with resources to teach the curriculum and students with resources for individual learning and recreational reading.
- Principals and teacher-librarians are responsible for the development of an educational program and a detailed description of the support each library provides to meet the particular needs of the students of the school.

### 1.2 Audience and applicability

- This policy applies to the principal, teachers, teacher-librarians and administrative staff.

### 1.3 Context

- The purpose of the school library is to support teaching and learning within the total program of the school. Teacher-librarians collaborate with teachers in the planning, implementing and evaluating of teaching and learning programs, including the integration of Information Communications Technology and Literacy.
- Teacher-librarians provide students with opportunities to develop information skills and to use these skills competently and with confidence for lifelong learning.

### 1.4 Responsibilities and delegations

The teacher-librarian is:

- a member of the school's total teaching staff and as such is actively involved in collaborative teaching and learning, school curriculum planning and in program development
- involved in the provision of the information-related resources integral to the planning, implementation and evaluation of the curriculum of the school
- a specialist teacher who develops, manages and evaluates, on behalf of the Principal, systems and procedures which include:
  - library budgeting
  - selection and culling
  - ordering and acquisitions
  - cataloguing and classification using the Schools Catalogue Information Service
  - processing of materials
  - circulation
  - stock control

The principal and the teacher-librarian together are responsible for implementing the school's library policy.

### 1.5 Aims of library and collection

The aim of the school library is to support teachers in the implementation of quality teaching programs. A variety of resources are to be maintained to cater to the needs and interests of all students and staff. The school library is the centre for the teaching of information skills. It is an essential component in fostering a love of reading and the development of lifelong learners. It is the responsibility of the school library to provide free access to information and resources that:

- are of the highest quality and are relevant to users

- enrich and support the curriculum
- cater for the needs of users
- are appropriate for the age levels, maturity and intelligence levels of the students
- are available in a range of formats
- cover a wide range of topics
- cater for a variety of interests
- provide appropriate information technologies
- support students in making intelligent judgments
- foster factual knowledge and literary appreciation
- present all sides of controversial issues
- represent many cultural, social, and religious backgrounds.

### **1.6 User needs**

The students are the primary users of the library that require a variety of fictional and factual resources to support their learning. These resources must be available in a variety of languages and formats (including online resources, audio-visual, etc). The students and teachers both require online database access and Internet services. The teachers are secondary users of the library that require access to various educational documents and resources, including ones created by the NSW Department of Education and Communities. All users, including occasional users, require information on community events and services.

The library will be open to students during specified break periods. During this time they are welcome to use the internet for educational purposes or for leisure. Students may also play board games, use puzzles, Lego, puppets and other educational toys or read quietly.

### **1.7 Brief general statement describing the collection**

The library's collection is relatively small and is primarily made up of school-level fiction and non-fiction books. There are also hundreds of professional texts (some of which are housed outside the library) available for teacher use. The library's audio-visual and online resource collection is steadily increasing. The collection gains several new resources every year.

### **2.0 Selection**

#### **2.1 Responsibility for selection**

The teacher librarian is primarily responsible for the selection of materials for use in the library, in collaboration with other teachers who are also responsible for the selection of resources to be used in Key Learning Areas (KLAs). Parent and student requests are also a primary priority.

The collection will contain materials that support the school curriculum. It will cater to the special needs of staff and students including extension materials and materials for EAL/D students. There will also be materials to cater to high interest levels and for professional reading for the staff.

#### **2.2 Subjects collected**

The library aims to include materials covering a wide scope of subject areas. However, some subject areas are not included (or have minimal coverage) due to the fact that they are not subjects studied by primary-school aged children, or may be of little interest or relevance to these users. The library aims to cater specifically for its user group.

### **2.3 Formats incorporated**

The library collects materials in the following formats: books, periodicals, sound recordings, DVDs, CDs, posters, charts, models, software and hardware, online databases and websites. There are significantly more books than any other type of resource, but resources in other formats (such as mp3s) are steadily increasing.

### **2.4 Funding considerations**

Funding will be determined by the Finance Committee and approved by the Principal which will be based on school needs. The Committee will allocate a certain amount of funding for all related functions of the library including resources, relief, subscriptions and admin costs. It is up to the teacher librarian to decide how these funds will be spent, however all purchases need the approval of the Principal. The teacher librarian will work collaboratively with the school community to assess what needs to be purchased and will discuss selection plans.

### **2.5 Criteria for selection**

These points were formulated with reference to several other selection criteria and adapted to suit this particular school library.

- Suits the teaching-learning context, catering for different learning styles, interests and abilities.
- Information is factual, accurate, reliable and up-to-date.
- Content, language, concepts and level of detail are appropriate and suitable for the intended users.
- Style of presentation is attractive, appropriate for the subject matter and appealing to intended users.
- Sources are credible, acknowledged and referenced.
- Currently available.
- Competitively priced.
- Meets the needs of intended users.
- Avoids bias, stereotype and prejudice.
- Has potential for long-term use.

### **2.6 Suppliers**

The teacher librarian is responsible for selecting suppliers. Whilst the most competitive price is always a priority, variety of material selection, speed of delivery, and quality of customer service will also be considered.

### **2.7 Lost/damaged items**

Borrowers must take responsibility for replacing lost items. A resource is considered "overdue" after one week. Overdue notices are sent home regularly. There is no financial penalty for lateness.

A resource is considered 'missing' after four weeks and a notification will be sent to parents/caregivers detailing how much will be needed to cover the cost of replacing the resource. A student's borrowing rights may be suspended until the lost resource has been paid for.

Notification of any students with suspended borrowing rights will be communicated to the parents after consultation with the Principal. Students are expected to replace all resources that they lose. Payments must be made at the office and the money may be used to buy a replacement resource. However, parents will not be expected to pay for resources which are rare or out-of-print, as these can be extremely costly to replace. The teacher librarian will instead select a suitable alternative resource at a reasonable price and

request that the parents pay for this item. Similarly, if a resource is damaged beyond repair, the student must pay for a replacement at the office.

Teachers are also responsible for all resources lost or damaged while in their possession. A teacher may request a print-out of the resources on their name at any time.

### **3.0 Acquisitions**

All resource purchases and acquisitions will be coordinated by the teacher librarian in collaboration with School Administrative and Support Staff. All library resources will be paid for using the library budget including stationery and other admin costs.

The teacher librarian is responsible for monitoring the library budget and keeping a record of orders, however, the School Administration Manager is responsible for all accounts. The teacher-librarian will work closely with the School Administrative and Support Staff (SASS) to keep track of library funds.

Resources will only be acquired after a range of selection tools and services have been consulted and utilised. These will include reviewing journals and websites, recommendations from colleagues, weblogs, publishers and retailers catalogues/flyers, publishers websites, bibliographies.

Resources must meet the selection criteria before they are purchased and cannot be ordered or purchased before funds are available. There will be no cooperative acquisitions with other schools or libraries. Only reputable and approved suppliers (including retailers, publishers and wholesalers) will be used for school library purchases.

Digital resources and services will be acquired for a trial period, if possible, before final purchase. The teacher librarian or other members of staff must, if possible, physically review a resource before purchase.

All donations will be directed to the school accounts. If a donor specifically requests that funds are to be directed to the school Library budget, the Principal will determine this request.

Cataloguing is completed through the use of the Schools Catalogue Information Service (SCIS). Cataloguing is a joint responsibility of the teacher librarian and SASS. The annual SCIS fee is calculated on the basis of school size and will be drawn from the school's library budget as it comes from global funds.

All catalogued resources (including Teacher Resources) are to be housed in the library, where possible.

### **4.0 Circulation**

Classes visit the library once a week for their library lesson. During this time, they must return resources and borrow new ones. Students are only allowed to borrow during library lessons.

The number of books students may borrow are:

<b>Kindergarten</b>	2 books
<b>Years 1 &amp; 2</b>	2 books
<b>Years 3 &amp; 4</b>	2 books
<b>Years 5 &amp; 6</b>	3 books

The teacher-librarian may use her discretion when allowing students to take additional books for a specific purpose. Students will be encouraged to borrow a range of resources in a variety of mediums.

Students may 'reserve' a resource during their library lesson with the assistance of the teacher librarian. Students who wish to renew a resource may do so as many times as they wish, provided the resource is not reserved by another student/teacher.

Teachers and support staff may borrow at any time and are responsible for all resources loaned to their name. Casual teachers and practicum teachers will be allocated a temporary borrowing account and are welcome to borrow resources.

## **5.0 Collection evaluation**

### **5.1 Collection appraisal**

The school library's collection will be regularly reviewed to:

- assess coverage of identified priority areas
- determine relevance and usefulness to users
- maintain accountability
- plan and evaluate budgets
- assist in deselection
- facilitate interlibrary communication
- revise the collection development policy.

Appraisal methods will include:

- yearly stocktake
- statistical analysis of user trends and borrowing patterns
- interviews with staff and students
- surveys with users regarding their perspectives on the collection
- reviews of resources
- comparisons with reputable booklists (eg Children's Book Council of Australia's short lists).

### **5.2 Stocktake**

Stocktake is an important process in the school library. It meets the audit requirements of the NSW Department of Education and Communities by reporting on stock losses and disposals during a given time period. The School Principal normally delegates responsibility for stocktake to library staff. Time and management issues will be determined by the Principal.

Stock control is also an important part of library management. Library staff can use the results of stocktake to:

- provide information on the necessity to replace vital
- curriculum materials that have been mislaid
- provide information on weaknesses in the collection that need redressing.
- attempt to retrieve items that borrowers have not returned when they have moved on to another school.

As well as the accountability aspect of stocktake, it is a vital component of keeping the library collection relevant to the curriculum and recreation needs of the school borrowers.

### 5.3 Stocktake Parameters

Partial stocktakes can be completed during the two year period in which auditing requires a stocktake to be performed. The library should be closed during stocktaking. The method of stocktake, whether continuous or total will be decided by the Principal in consultation with teacher librarian.

Under the present staffing arrangements, teacher librarians are not responsible for stock losses. The teacher librarian, whether full or part-time, may receive a copy of the auditor's report on the library. The timing and the duration of the stocktake will be decided by the Principal in consultation with the teacher librarian. At such time the library should be closed and a relief teacher should be appointed to take any timetabled library classes in their classrooms or other premises outside the library.

If any catalogued resources are housed outside of the library (and therefore outside of the teacher librarian's supervision) this should be included in the stocktake report for auditing purposes. If at any time the library is used by students, staff or other community members whilst not under the direct supervision of the teacher librarian, this should be included in the stocktake report for auditing purposes

### 5.4 Deselection of resources

Deaccessioning will be undertaken on an annual basis as part of stocktake. Resources which fail to meet the needs of the school community, or are no longer relevant to users will be removed. This maintains the quality and relevance of the collection and relieves overcrowding. The teacher librarian is ultimately responsible for deselection, in collaboration with students and staff. Resources can be removed at any time during the year. The criteria for deselection and methods of disposal are detailed below:

<i>Reason for deselection</i>	<i>Method of disposal</i>
Physical condition – worn, missing pages, dirty, damaged, etc.	The school's logo is removed and thrown away. Any recyclable material (eg paper) must be put into the paper bin. Resources are considered for reselection (ie replacement).
Newer editions available.	Older editions donated to other libraries which haven't purchased newer editions. Donations may be made to school staff and students.
Inaccurate or obsolete material, out of date, out of fashion.	Any material worth salvaging is removed and processed by the library (eg. a high quality photographic image from a book which may contain outdated text). The school's logo is removed and thrown away. Any paper materials are put into the recycling bin. Other materials are put into the general rubbish bin.
Other similar resources available (eg in more appropriate format, or duplicate copies).	Donated to other libraries, hospitals, charitable organisations, etc. Donations may be made to school staff, students and the wider community.

## **5.5 Review of controversial resources**

Controversial resources (including online resources) will be carefully assessed and reviewed by the teacher librarian and other staff members. This process will take place prior to acquisition and in accordance with Department of Education and Communities procedures and expectations. The Principal will review any challenged materials from parents and students and make a deliberation on its appropriateness. Internet usage is governed by the NSW Department of Education and Communities' *Online Communication Services: Acceptable Usage for School Students* document.

## **6.0 Staffing**

### **6.1 Staff**

A qualified teacher librarian is currently employed three days per week. Any additional allocation will be reviewed by the Principal to determine the mix of staffing. This decision is based on school needs and implementation of the School Plan.

An allocation of SASS time will be utilised to support the administration of the library. This is determined each year by the Principal.

### **6.1 Library monitors**

Library monitors act as student volunteers during specified lunch breaks, helping to shelve books and maintain general tidiness. At the end of each year, Year 5 students nominate themselves and complete a training program based on a strict selection criteria (reliability, organisational skills, communication skills, problem solving skills, teamwork, respect for fellow students, ability to show initiative, willingness to learn). Current library monitors offer feedback to the teacher librarian who makes the final selection. The number of library monitors may fluctuate each year depending on student numbers and library requirements. Library monitors may lose their status if they fail to maintain the expectations of their role.

### **7.0 Review of the library policy**

This policy will be reviewed in 2017 by the Principal in consultation with teacher librarian, executive staff and the P & C.