PURPOSE

- To provide a resource to support the implementation of a whole school curriculum.

POLICY GUIDELINES

- The Library is seen as a valuable and rich resource which supports the whole school curriculum.
- The Library supports the implementation of the Victorian Essential Learning Standards, (VELS), and in particular the English Domain, and reading dimension. Through ensuring a range of high quality literary texts such as novels, short stories, poetry and plays as well as popular fiction and non-fiction works, newspapers and magazines, illustrations, posters and charts, film and television programs and the texts associated with information and communications technology are continually sourced and purchased to enhance student programs.
- Resources purchased are responsive to the curriculum needs of:
  (i) laying the foundation for years prep to 4 by helping to develop the fundamental knowledge, skills and behaviours in literacy and numeracy and other areas including physical and social capacities which underpin all future learning;
  (ii) building breadth and depth for years 5 to 6 by building on the foundations of literacy and numeracy with the provision for in depth learning within and across all domains.

POLICY IMPLEMENTATION

- Resources purchased will reflect ongoing actions, school priority areas and targeted professional development needs.
- Students will have a Library session each week, which will include literature, research, library skills and borrowing.
- Students are allowed to borrow a maximum of 3 non-fiction, 3 fiction and 3 picture fiction resources, making it a total of 9 resources.
- The Library staff will assist in sourcing, purchasing, processing, and providing resources to support and enhance each of the unit level focus studies.
- The Library staff will work and communicate with teachers to assess both staff and student needs on an on-going basis and be responsive to curriculum demands and programs taking place.
- It is anticipated that teachers will see the Library as a vital component of curriculum planning to cater to the three strands in VELS: physical, personal and social learning; discipline-based learning; and interdisciplinary learning.
- The Resource Centre should also cater for the leisure reading needs of the children with Book Week activities and extra opening times before and after school.
- Students are provided with the opportunity to recommend new books by filling up the New Book Request forms.
- New resources are displayed on the New Book Display shelf in the Library on a weekly basis.
- New resources are introduced to staff by the generation of a New Resources List published on the school intranet.
- The Library staff will be responsible for the day-to-day running of the Resource Centre.
- All staff taking Library sessions will encourage students to enjoy reading and books in general by promoting the existing stock and introducing new materials.
- All staff must ensure that the Library and all the resources are used with care by both staff and students.
- Overdue reminders are sent to class teachers on a regular basis. Students are sent bills if the books borrowed are very overdue, lost or damaged.
- The Library staff will be responsible for the purchase of resource materials, in conjunction with convenors of individual subject areas where necessary.
- In-service of new staff in the use of the library computer system to enable search and general borrowing procedures of Library resources.
- Defective or damaged items must be reported to the Library staff immediately.
- Library staff carries out regular stock check of the library resources by collection.
- Booking of authors/illustrators/performers to visit the school during Book Week to encourage children’s interests in books, reading, as well as to discover the experiences of Australian authors and illustrators.

EVALUATION

The Library policy will be reviewed by the Library staff, Leadership team and the Education Sub Committee on a cyclical basis according to the School Council policy review schedule.

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<tr>
<th>Policy Area</th>
<th>Ratified School Council:</th>
<th>Next Review:</th>
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<tbody>
<tr>
<td>Teaching and Learning</td>
<td>November 2010</td>
<td>2014</td>
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