

Library Policy

RATIONALE

The purpose of our school library is to provide every student and staff member with a comprehensive range of books and resource materials to aid learning and to reflect curriculum, leisure interests and ideals of the school community.

AIMS

The schools' library aims:

- To provide and maintain an up-to-date, carefully chosen multimedia collection that supports the specific needs of the staff and students at the school.
- To foster an appreciation and enjoyment of literature.
- To develop library and research skills.
- To develop responsibility in the use of library and resources.
- To encourage the perception and use of the library as a resource centre.

IMPLEMENTATION

- The library will provide interesting books, non-fiction and fiction, up-to-date materials, topical information, charts and teacher resources.
- There will be stimulating displays, and a welcome atmosphere.
- All students and staff will be taught borrowing, caring and returning procedures and encouraged to utilise the resources available.
- Library resources will be catalogued using a simplified Dewey system. Books are to be housed in an orderly manner, easily accessible to both students and staff.
- User preferences and opinions will be valued and considered when purchasing resource materials.
- **Overdue books** – Library staff will regularly check computer records for overdue books and issue reminder or replacement notices where applicable. Should overdue books not be returned borrowing privileges may be withdrawn in which case the Principal will be informed.
- **Lost and damaged books** have to be replaced by the student involved at a cost established by the Principal.
- **Library bags** – All students are required to have a library bag for protection of our valuable assets.
- Contentious materials will be referred to the Principal for a process of consideration which may include the Principal, Librarian, a teacher and a parent.

Buln Buln Primary School Policies and Procedures

MARC Van:

2

- All students have time-tabled MARC sessions each fortnight.
- Instruction on library usage, skills and literature appreciation is developed as a programmed sequence of skills during MARC lessons.
- The MARC librarian and Principal are responsible for the running and organisation of the program.
- Misplaced or damaged books will have to be replaced by the student involved at a cost established by the MARC librarian or the Principal.
- The MARC librarian provides a valuable resource for class programs which teachers may take advantage of.
- A representative of the school shall be part of the MARC Library Committee of Management.

EVALUATION

A review of this policy will be undertaken annually

- at the school level,
- at the MARC van Committee of Management.