

St Philomena's School Library Policy 2007

Rationale:

The school library is a major educational resource for the teachers and students of the school. It is primarily a learning and information centre which assists in the learning process by providing:

- Services
- Personnel
- materials and equipment, both print and non print
- an information system, including an IT (information technology) system.

The library is also a recreational centre for students and staff. It is designed to become the central point form which all areas of the school can draw. The most integral feature being, that it is our library, not the library.

The Role of the School Library:

The school library is a support system for the whole school. Staff and pupils are provided with materials that aim to stimulate growth in factual knowledge, literary appreciation, aesthetic and gospel values, and Christian ethical standards.

All children visit the library regularly (usually weekly) in class groups, to borrow books as well as participate in library lessons. The library is open before school, during lunchtimes, and for a short time after school, Monday to Friday.

The Role of the Teacher Librarian:

The teacher librarian is a specialist in teaching and librarianship, and is responsible for the development of library services in the school.

- Provide an inviting library environment
- Develop in children the enjoyment of reading, and encourage them to read as widely as possible.
- Assist teachers, classes, small groups and individual students in locating and using resources for both curriculum and recreational needs.

- Teach location skills in the context of what students are studying.
- Develop open communication with all members of the school community.
- Classify and catalogue all library materials, using Alice for Windows computer software.
- Manage the acquisition, organisation, circulation and maintenance of learning materials.
- Allocate and supervise library tasks.
- Plan and implement a library budget.
- Formulate a library policy.
- Develop and maintain appropriate library records and statistics.
- Select and weed library materials in accordance with library policy.
- Monitor circulation control geared to the needs of the users.
- Publicise the library – displays, promotions, acquisitions, services, policy, procedure.
- Encourage the use of a town/community resource centre.
- In-service teachers with regard to library use.
- Maintain the library collection in an orderly fashion. Stocktake, every two years.
- Take an active role in school curriculum development, as needed.
- Provide resources to meet the needs of the school curriculum.
- Seek appropriate opportunities for professional development, esp teacher librarian conferences.

Scope and Sequence:

KINDERGARTEN & YEAR 1:

- Situation of our library
- Knowledge of library personnel (teacher librarian and library assistant)
- Concept of what a library does/is
- Concepts of 'borrow' and 'return'
- Library manners
- Library rules
- Care of books
- Begin to learn parts of a book in simple terms
- Library vocabulary, ie. Fiction, nonfiction
- Location of picture story books and big books
- Awareness of nonfiction section of library

YEAR 2

- can recite the alphabet, A-Z
- can understand the difference between fiction and nonfiction
- can name simple parts of a book
- can identify and locate different sections of the library: junior fiction, fiction, reference, nonfiction, magazines
- can select from a display of several books on topics, those that will be suitable for locating the information they need (by looking at the book covers)
- will begin to select materials suitable for their reading level, according to degree of difficulty, author, subject and interest

YEAR 3:

- Knowledge of the alphabet
- call numbers for fiction/Dewey numbers for NF
- how fiction and nonfiction books are arranged
- parts of a book in simple terms
- the reference section of our library, esp. encyclopedias and dictionaries.
- Borrowing procedure
- The skill of:
 - Reading for enjoyment
 - Reading to widen experience and gain confidence

YEAR 4:

Knowledge of:

- alphabetical arrangement
- call numbers for F/Dewey numbers for nonfiction
- fiction and nonfiction arrangement on shelves
- reference, esp encyclopedias and dictionaries
- parts of a book, including table of contents and index
- borrowing procedure
- the inquiry process using AFW computer program

The skill of:

- reading for enjoyment
- reading for information
- note-taking

YEAR 5:

Knowledge of:

- alphabetical arrangement
- call numbers /Dewey numbers
- inquiry process using AFW computer program
- reference, including encyclopedias, dictionaries, atlases, etc.
- parts of a book, including table of contents and index
- borrowing procedure

The skill of:

- reading for enjoyment
- use of research times, esp for assignments
- profitable use of library resources
- note-taking

YEAR 6:

Knowledge of:

- alphabetical arrangement
- call numbers/Dewey numbers
- inquiry process using AFW computer program
- reference
- parts of a book
- borrowing procedure

Development of discrimination in selection of reading materials and non-book materials. Skill of reading, and occupation of leisure time. Ability to seek, find and use information, including note-taking.

Programming

At St Philomena's the Librarian is responsible for programming lessons for years K-2. Teachers in years 3-6 are responsible for implementing the knowledge and skills scope and sequence set out for each year.

Evaluation & Assessment:

Evaluation is an ongoing process:

Lessons are evaluated subjectively and those which were above or below expectations noted. Teachers in Years 3-6 are responsible for their own evaluations.

The effectiveness of the library services should be evaluated in the following areas:

- implementation of educational policies and priorities
- the effectiveness of the library program in regard to student's skills development
- teacher to teacher librarian liaison
- access and usage by staff and students
- use of library resources and materials
- budget and funding levels

Procedures & Organisation:

Responsibility

The teacher librarian and class teachers are responsible for supervision and discipline in the library at all times. There is no requirement for classroom teachers in the Infant School to be present during library lessons.

The class teacher and teacher librarian are responsible for the children on their way to and from the library.

Timetable

The library is open each school day, Monday to Friday, from 8.30am to 3.25pm. The library is closed during recess, but open lunchtimes between 1.15pm to 2.15pm for borrowing, reading and research.

The above borrowing times are in addition to set borrowing times for each class.

The library timetable provides for additional research times. Teachers are asked to book the sessions in advance with the teacher librarian. The teacher librarian is available at these times to assist students and to deal with requests for resources from teachers.

Additionally, times have been set aside for the preparation of materials and bulk loans for teachers. These times vary according to availability. However, provided any staff member does not require materials immediately, every effort is made to cater for all borrowing requirements as soon as non-teaching time is available to the teacher librarian.

Library lessons include research and library skills, literature appreciation and borrowing:

Infants: 1 hour incorporating library lesson and release from face to face for class teacher.

Primary ½ hour to 1 hour booked by class teacher

Secondary As required

Stock taking:

Stock taking should be carried out every two years, performed at the end of the school year in the final 1, using the AFW computerized system. Half the collection is stocktaked each year.

Teachers are made aware of resources showing up as missing in the stocktake. Every effort is made by the Librarian, Library Assistant and teachers to locate these resources.

Fundraising:

At the time of writing this policy, the teacher librarian conducts a bookfair annually in the library. Ashton's Great Australian Bookfairs have been used to date.

Each class is timetabled to visit the bookfair during the first two days of the fair. Also during the bookfair week, the teacher librarian endeavours to provide a borrowing time for each class.

LIBRARY RULES

Children are expected to behave in the library as they would in their own classroom.

No children are to be in the library without a teacher or teacher librarian present.

Clean hands are essential during all visiting times.

No eating or drinking in our library.

Be as quiet as possible so as not to disturb others.

Remove and replace books carefully, on correct shelves.

Follow the correct borrowing and returning procedures.

Reference books are never borrowed from a library.

Students must have a library bag to protect borrowed books.

ACQUISITION AND SELECTION

Selection Policy:

The school library as part of the school has a function to provide educational materials for its students and staff who have a wide range of abilities and interests.

The school library aims to provide books and other equipment for recreational reading, learning by students, and support for the school based curriculum.

The principal assumes the ultimate responsibility for selection, but has delegated selection decisions to the teacher librarian.

The Existing Collection:

The present collection is now over 24,000 and growing, as of 2003. As well as books this includes a selection of video cassettes, audio cassettes (with and without accompanying books), poster sets, learning kits and computer software.

Criteria for Discarding Resources:

- Inaccuracy
- Obsolete in content and form
- Lack of relevance
- Damaged beyond repair
- Due to censorship

Types of Resources to be Considered for Selection:

- Books: fiction, nonfiction, reference, teacher reference
- Magazines: pupil and teacher reference
- Video cassettes, audio cassettes, poster sets, kits, charts, etc.
- Computer software

ACQUISITION & SELECTION CONTINUED

Selection Procedures:

Book catalogues, reviewing journals and publisher's blurbs are all consulted. Book shops both locally and away are frequented, but most purchasing is done through those outlets which offer the best service, both at the time of purchase and in follow-up help.

Most selection is carried out by the teacher librarian, but teacher in charge of KLA's also order resources. Suggestions by the students are also taken into consideration.

Final responsibility of selection and purchase lies with the teacher librarian and the principal.

All library resources are selected according to the following criteria:

- authenticity of facts
- appropriateness for Infant and Primary students
- full coverage of topic
- high interest level
- well organised content
- good technical aspects
- durability
- cost
- library potential

Donations

All donations will be received with appreciation, and accessioned into the library. These resources are suitably inscribed with the child's name.

Magazine

A selection of professional journals will be ordered for any interested staff members. Those currently ordered include: SCAN, P.E.T.A and English in Australia.

Weeding:

Aim: to maintain a collection relevant to the current needs of our school.

Disposal: resources removed from the collection will be disposed of in an appropriate manner.

Criteria: items will be weeded at the teacher librarian's discretion.

ACQUISITION & SELECTION CONTINUED

Copyright:

It is the policy of St Philomena's School to uphold all laws relating to copyright.

Budgeting and Finance:

The main purpose of the library budgeting process is to support the general educational program of our school, and to facilitate the individual learning process of the pupils.

The specific outcome is to provide a planned school library budget which is:

- an accountable record
- a guide to a balanced collection
- useful information (facts & figures) for reports, analysis and future planning

Source of Funding:

- School P&F, yearly contributions
- Book Fair
- Specific gifts or donations

Administration:

The school library budget is to be administered by the teacher librarian and the principal.

Censorship policy:

All library purchases are made in good faith, according to what has previously been outlined. If a complaint is made regarding a particular book, the person making the complaint will be given a form to fill out (refer to note **REQUEST FOR RECONSIDERATION OF A BOOK**).

When the complaint form has been returned, a censorship committee will be formed, including the principal and teacher librarian, to review the matter.

The principal will have the final say on the matter.

St Philomena's School Library

Request for reconsideration of a book

Title _____

Author _____

Request initiated by _____

Telephone (02) _____

1. To what in the book do you object? (Please be specific, ie. Cite pages)

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book?

4. Is there anything good about this book?

5. Did you read the entire book? _____

What parts? _____

6. What do you believe is the theme/purpose of this book? _____

7. What would you like your school to do about this book?

Do not assign it to my child. _____

Withdraw it from all students, as well as from my child. _____

Send it back to the library for re-evaluation. _____

8. In its place, what book would you recommend? _____

Date, and signature of complainant

Australian School Library Bill of Rights

School libraries are concerned with generating understanding of freedom and with the preservation of this freedom through the development of informed and responsible citizens. The responsibility of the school library is:

TO provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.

TO provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

TO provide a background of information which will enable pupils to make intelligent judgments in their daily lives.

TO provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our heritage.

TO place principle above personal opinion, and reason above prejudice, in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the users of the library.