

LIBRARY POLICY

PHILOSOPHY

The Mount Waverley North Primary School Library is a vital teaching and learning environment within our school community. It has the dual role of creating a challenging and responsive learning environment, whilst also providing a dynamic resource and information service.

The School Library provides access to an organised collection of teaching and learning resources and services designed to meet the educational, recreational and cultural needs of the school community.

PURPOSE

The Mount Waverley North Primary School Library is designed to:

- Support the development of student literacy through a wide variety of literature, resources and information services
- Provide a range of literature that will stimulate interest in reading as an enjoyable and worthwhile leisure activity
- Develop literature selection skills to enable students to make a critical selection of resources matched to their level of interest and ability
- Support the development of information literate learners - able to access, process, organise, create and present information in a range of ways - as discerning users of information
- Provide an organised and well-managed collection of information resources that is relevant and dynamic to support and enhance curriculum delivery
- Provide an environment (as an alternative to the outside playground) which fosters interpersonal, social and recreational activities and skills.

IMPLEMENTATION

The School Librarian is responsible for the development of library services in the school. The teacher librarian is expected to:

- Provide an inviting library environment
- Develop in students 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

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- Provides students with opportunities to develop information skills and to use these skills competently and with confidence for lifelong learning
- Teach Information skills in the context of what students are studying
- Classify and catalogue all library materials, using Oliver Library management System software
- Manage the acquisition, organisation, circulation and maintenance of learning materials
- Contribute towards the formulation of this Library Policy
- Develop and maintain appropriate library records and statistics
- Select and weed materials as required
- Monitor circulation desk
- Maintain the library collection in an orderly fashion. Stocktake as needed
- Take an active role in school curriculum development, as needed
- Provide resources to meet the needs of the school curriculum including subscriptions to online resources
- Seek appropriate opportunities for professional development

Borrowing and Returning Procedures

Each class has a regular 50 minute Library lesson each week. The library may also be open for Library Club at lunchtimes during allocated times of the year.

- Children in Prep can borrow up to one book from any section of the library per week.
- Children in Years 1 - 2 can borrow up to two books from any section of the library per week.
- Children in Years 3 - 4 can borrow up to three books from any section of the library per week.
- Children in Years 5 - 6 can borrow up to three books from any section of the library per week.
- Books can be borrowed for up to two weeks, however high demand material may have a reduced borrowing time.
- Books can be re-borrowed for a further two week period.
- Teachers may borrow up to 100 items for as long as they are needed.
- Teachers are encouraged to borrow a bulk loan of books for classroom use during the term.
- Students must have a homework folder/library bag to safely transport books to and from school.
- Students need to return items before borrowing new items once the maximum number of allowed loans is reached.
- All loans are to be returned in the second last week of each term to allow for collection maintenance tasks to be completed by library staff in a timely manner.
- The Librarian will issue reminders about unreturned loans in the second last week of every term.
- The Librarian will request parental assistance and for unreturned loans that are one term overdue. These requests will be issued in Week 5 of each term.

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Library Skills

It is expected that students will achieve the following Library skills:

Prep

- locate library and identify significant parts of the library
- concept of what a library does/is
- concept of borrowing and returning
- care of books
- library rules
- identify and locate picture books
- begin to learn parts of a book (front, spine, back, title page); and
- book discussion - talk about story books

Years 1 - 2

- can understand the difference between fiction and nonfiction books
- can name simple parts of a book
- can identify and locate different sections of the library
- will begin to select materials suitable for their reading level and
- know the terms author, illustrator, chapter book, information book, reference number.

Years 3 - 4

- able to use shelf guides when locating information
- able to identify blurb, index, contents, call number
- discuss characterisation of a book
- Is aware of the information literacy process and begins to apply the steps when researching
- extract information from a variety of source (non-fiction books, TV, internet, video/DVD)
- becoming familiar with reference material (dictionaries, atlases, simple encyclopaedias)
- take notes from non-fiction sources and retell in their own words.

Years 5 - 6

- realise that there are many information outlets
- locate reference materials using the internet, monographs
- understand and use the terms glossary, bibliography, classification, cite,
- recognise the publisher's name, date, place of publication, publisher and use these when writing their own bibliographies
- understand how the Dewey classification system works
- present written and oral reports, overviews and critiques using a variety of reference materials.

EVALUATION

This policy will be reviewed in line with the school's Evaluation of Policies Timetable.

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