



St. Joseph's Primary School

Library Policy 2012

RATIONALE

St. Joseph's Primary School Merriwa honours its commitment to quality Catholic education through its provision of high quality educational programs by which each child is enabled to reach their full potential.
(adapted from the school vision statement)

The role of the School Library in the 21st century is to make a real difference in student learning, contributing in tangible and significant ways to the development of human understanding, to mastery of skills and to constructing knowledge. The Library acknowledges that it is understanding and knowledge that contributes to lifelong learning and information literacy.

Student learning will therefore be enriched by the provision of a multi-resourced Library Centre and a dynamic Information Skills and Literature Program.

AIMS

To support these aims the library should be the hub of all learning – student, teacher and parent. This could be achieved through the Teacher Librarian in the following ways:

- In collaboration with teachers the Teacher Librarian is to provide quality teaching programs that not only complement classroom practice but supports teachers and students in a positive and tangible way.
- Support all students outside the formal class lesson by providing an exciting and educational alternative during breaks.
- Support special needs children by providing a “safe haven”.
- Provide services, personnel, materials and an information system to meet learners' needs.
- Provide opportunities for parent workshops in collaboration with Principal, LST, CSO Personnel and teachers e.g. Kinder Orientation.

IMPLEMENTATION

Personnel

- The library will be staffed by a qualified Teacher Librarian and Library Assistant whose roles are defined such that the functions and aims of the library ensures quality information services are provided to all information users. The Teacher Librarian will report to the Principal directly on matters concerning the management of the library.
- The library will be staffed according to the CSO staffing policy.

- Library staff will operate the library on one day per week, plus administration times in accordance with CSO policy, in such a way that information and support is available to school users on that day, and access remains available to teachers with their students on all other days.
- Each class will be provided with 1 x 50-60 minute library lesson that incorporates all the following skills, in context, through all KLA's learning areas:
 - Borrowing
 - Information skills
 - Research skills
 - Understanding and navigating the Dewey Decimal System
 - Fiction genres and love of literature

A major focus of each lesson will be group work. Each group will be using library computers and school laptops, locating books – fiction, non-fiction and reference from shelves, completing smart board activities and undertaking experiments. The technology in the library is an integral part of each lesson.

To effectively complete each set task the children will be required to have knowledge and skill of the Dewey Decimal System of Classification. Develop research skills and experience a wide range of reading materials.

Responsibilities

The Teacher Librarian will ensure that the following policies are provided to ensure that the management of the library is defined and organised:

- Collection Management statement (includes selection, cataloguing and de-selection)
- Computers in Education and Acceptable Use Statement
- Copyright Statement

Resourcing the Curriculum

Effective resourcing is developed collaboratively as part of the school's on-going planning and review process thus ensuring that the collection reflects the school's priorities and considers all information resources available. Therefore:

- Prioritise budgets for both long term and short term targets ensuring that budget allocations are managed and deployed according to needs
- Identify responsibility and procedures for resource selection and its school wide dissemination
- Provide access to sources of information on available resource (e.g. publisher's catalogues, reviewing catalogues, databases and lists)
- Ensure the availability of all relevant curriculum documents to guide the selection process

Information Access

The library resource centre endeavours to provide systems and services to facilitate information access for all members of the school community. The Teacher Librarian with specialised knowledge of information access and through the use of information technology enables:

- The organisation, storage and circulation of all information resources in the school.
- Students and teachers to locate appropriate resources, which are housed in the school, and the identification of appropriate resources beyond the school.

In order to achieve this:

- Funds and staff will be allocated to maintain and promote information systems, services and technologies.
- Professional development opportunities in information technology will be provided for all teachers when required.
- Equitable access to information resources should be provided through –
 - Appropriate circulation procedures
 - Flexible systems e.g. timetable
- Accurate and universally accepted library standards will be maintained

Budget

St. Joseph's Primary School allocates funds for the Library Resource Centre from:

- School budget
- Specific grants from the school's P & F Association
- Donations from the local community
- School funds prioritised by the staff for specific purposes
- Book club and book fair

Evaluation

This policy was initiated in **January 2008**

Updated **April 2012**

It will be reviewed: **January 2015**

or

- With significant staff changes
- When changes in government and/or diocesan policy occur