Doncaster Gardens Primary School
Library Policy

Philosophical Basis:

The library will be central to the implementation of the curriculum programs throughout the school, with the resources to assist and stimulate effective learning. The library program will foster in children a growing love of books and literature and encourage them to find in reading both purposeful and pleasurable experiences. It will provide a program incorporating teaching, service and resource management, which supports the curriculum programs of the school.

Guidelines:

The Library Program will:

• Be taught in all classes at all levels of the school.
• Provide children with the opportunity to acquire skills and confidence for effective and efficient information retrieval.
• Enable users to access resources through effective and efficient material organisation systems incorporating a wide range of resources.

Implementation:

• Each class will be allocated a weekly session in the library. These sessions will be used to develop information and literature skills and enable children to borrow books regularly.
• Adequate opportunities will be provided for children and staff to use the library outside lesson time.
• A fee may be charged to cover the replacement of lost or damaged books.
• If lost or damaged books are not paid for within a reasonable time frame (at the discretion of the library technician in consultation with the Principal), the library borrowing privileges of the student concerned may be suspended, or borrowed books may be restricted to the school premises only (not to be taken home). This would continue until the matter is satisfactorily resolved.
• Users may submit requests for purchases at any time.
• All resources received will be centrally classified and catalogued using a library automation system.
• The extent and range of services will be determined through cooperative planning between the library technician and staff.
• Adequate time will be made available for the cataloguing and processing of library resources.
• The management of resources will be constantly evaluated by the library technician in order to maintain relevance and appropriateness for users’ needs.

Evaluation:

• The library technician will evaluate the library program in terms of the program goals.
• Observation of children’s interest and borrowing trends will be undertaken.
• Students and staff will be approached to gain ideas on requirements.
• This policy will be reviewed every three years as part of the policy review cycle.

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