

# **ST EUPHEMIA COLLEGE**

**K-12**



**LIBRARY**

**POLICY**

**2014**

## **1. Policy Statement**

This Policy sets out the requirements for the School Libraries and the responsibilities of the School staff.

Our Libraries are essential resources within the School. They support teaching and learning in the context of syllabus and curriculum requirements. The Libraries provide teachers with resources to teach the curriculum and provide students with resources for individual learning and recreational reading.

## **2. Applicability**

This Policy applies to all the staff and students of St Euphemia College.

## **3. Context/Rationale**

St Euphemia's School Libraries are a place of discovery, which provide a stimulating environment where students are given the opportunity to gain knowledge and experience in accessing information independently.

The purpose of the School Libraries is to support teaching and learning within the total program of the School. Teachers collaborate with the Library Assistant in the planning, implementation and evaluation of teaching and learning programs, including the integration of Information Communications Technology and Literacy.

Teachers/Library Assistant provide students with opportunities to confidently develop information skills and to use these for lifelong learning.

## **4. Roles and Responsibilities**

### ***Responsibility of the Principal/Delegated Authority***

The Principal/Delegated Authority is expected to:

- organise the budgeting allocated to the Library
- select and cull books as necessary
- approve appropriate orders and acquisitions
- develop a timetable for library use.

### ***Responsibility of the Class Teacher/Library Assistant***

The Class Teacher/Library Assistant is expected to:

- be involved in the provision of information related resources integral to the planning, implementation and evaluation of the curriculum of the School
- develop, manage and evaluate, on behalf of the Principal/Director, systems and procedures which include:
  - cataloguing and classification using the School's Catalogue Information Service
  - processing of materials
  - circulation
  - stock control

## **5. Monitoring, Evaluation and Reporting Requirements**

The Teachers/Library Assistant will monitor the implementation of this policy and will report as required to the Principal/Delegated Authority of the School.

## **6. Policy Review**

The Library Policy will be reviewed as necessary.