

ST EUPHEMIA COLLEGE

K-12



LIBRARY PROCEDURES

2014

Library Policy - Procedures

The Library Program

St Euphemia College uses the Oliver Automated System. All students in the Primary School have a Library session each week with their class teacher, during which students borrow books.

The Library is also available for class use to all students when other classes are not scheduled. A Library Assistant manages the Library.

Staff Loans

- Staff may borrow an unlimited number of resources at any one time.
- Apart from Reference material, most items can be borrowed for as long as necessary.
- Teachers may also borrow 'bulk loans' of a large selection of books for their classroom. These books are not to be taken home.

Student Loans

- Students may borrow resources for two weeks. If a longer period of time is required, the item may be reborrowed for another two weeks as long as no reservation exists for that resource.
- Students may request that an item be reserved for them on the automated system. The resources that are requested are set aside and may be collected when they become available.
- If a student is transferring out of the school, the status of their library borrowing will be checked to ensure that they return all items before transferring.

Normal guidelines for borrowing from the Library are:

- Years K-12 may borrow two items at a time
- Other arrangements can be made with individual students by the class teacher in consultation with the Principal/Delegated Authority.

Selection of Resources

The Principal/Delegated Authority, in consultation with other staff members, is responsible for coordinating the selection of resources.

Selection is based on:

- curriculum requirements
- recommendations from colleagues
- lists of children's literary awards
- reviews in professional journals and publications
- booksellers
- personal appraisal
- staff and student requests.

The criteria for the selection of resources will be according to:

- relevance to current or future curriculum
- appropriateness of level for intended uses
- appropriate physical format and appearance of material
- cost, value and suitability for library use
- accuracy and currency of content

- scope of the work, adequacy of coverage and level of detail
- treatment of subject matter, taking into account language, bias and approach
- organisation and accessibility of information, layout, index, table of contents, glossary, diagrams, photos
- materials that are pluralist, non sexist and non racist.

Donations

Resources that are donated to the Library will be subject to the above selection criteria. Those resources that do not meet these criteria will not be included in the collection.

Collection Evaluation

Regular and ongoing evaluation of the collection is necessary to review:

- its relevance to users
- its adherence to current selection procedures
- strengths and weaknesses within the collection
- physical condition – torn, unattractive, defaced, damaged beyond repair.

Controversial Material

Controversial materials will be carefully reviewed with assistance from other staff members. In the case of biased and/or inappropriate materials, the Principal/Delegated Authority will decide whether the material is to be retained within the Library.

Teachers should be made aware that biased materials can be used appropriately in teaching and learning situations to help students develop skills in detecting bias in resources.

Stocktake

A stocktake of resources will occur at the end of each year. This stocktake will be undertaken to ensure that:

- items are accounted for and correctly shelved
- catalogue records are correct
- items are in good condition
- resource needs for the following year can be determined.

Lost, Damaged and Overdue Materials

Students who have overdue books are still permitted to borrow, but only up to their limit. An overdue notice will be circulated at least twice a term to children.

If a resource is not returned within a reasonable time and a further notice is sent out, students will be asked to pay the replacement cost for the lost resource. Damaged items will be replaced.

Towards the end of each term, teachers will be issued with a list of items out on loan and it is expected that they will return all of those items that they no longer require.