



# St Saviour's Primary School Library Policy

(June 2014)

## VISION STATEMENT

St Saviour's Primary School is an educational community living out Mercy values each day.

Our Vision is:-

- That each child is valued and respected.
- That each child's giftedness is recognised.
- That each child's potential is realised.
- That each member of the school community strives for goodness.

## RATIONALE

St Saviour's Primary School aims to improve student learning outcomes. These outcomes are broad and varied but the common thread is the development of independent, resourceful, responsible thinkers who are well equipped to continue their learning journey once they leave our care.

The purpose of the St Saviour's Primary School Library is to:

- Provide students with resources for individual learning.
- Provide teachers with resources to teach the curriculum.
- Encourage reading as a vital skill for lifelong learning.
- Provide material for entertainment and pleasure.
- Provide fair access to programs, resources and support structures.
- Seek to provide excellence in professional service to the school community.
- Give students opportunities to develop skills necessary for gaining intellectual access to information so as to acquire knowledge and understandings and use information for personal growth and fulfilment.
- Assist students to develop literacy skill to recognise a need for information, to know how and where to find it from a range of sources and formats and know how to select, analyse, interpret, synthesise, organise and communicate information to others.
- Develop critical thinkers and creative problem solvers who have a dynamic view of themselves as confident and discerning information users.

## VALUES

St Saviour's Primary School is committed to the provision of resources to assist in the development of the whole person. This is achieved by reflecting the Christian values inherent to a Catholic school in the choice of materials for the development of the library collection and the provision of equitable access.

## **POLICY STATEMENT**

The St Saviour's Primary School Library serves as a vital component of the education process providing resources to support the school curriculum and teaching program. Through a collaborative, planned program of acquisition, organisation, and dissemination of information the library serves to:

- help students turn information into knowledge.
- support students to acquire and practise educational skills.
- develop and sustain the habit and enjoyment of reading.

## **DESIRABLE CONSEQUENCES**

### **Principal Responsibilities:**

- Provide adequate funding to develop and maintain a quality library collection and adequate resources.
- In association with the Teacher Librarian, ensure the collection supports the curriculum.
- Oversee the effectiveness of current library policy.
- Review library goals with Teacher Librarian.
- Allocate and maintain adequate staffing for the library.

### **Teacher Librarian Responsibilities:**

- Select age appropriate information and literature resources that will enable learning and foster growth in literary, aesthetic and cultural awareness.
- Select resources, both owned and non-owned that provide maximum value in terms of curriculum relevance, accuracy, authority, currency, reliability and accessibility.
- Select resources in a variety of formats (hard copy, digital and multimedia) that cater for student interests and recreational needs as well as developmental needs and learning styles.
- Select high quality resources that provide a balance of different points of view.
- Select high quality professional development resources that enhance teacher effectiveness.
- Select resources that foster Christian values.

### **Circulation Procedures:**

- Students may borrow each week during a timetabled browse and borrow session.
- Students may borrow during lunch-time activities and from 3pm to 3.15 pm each afternoon.
- Prep students may borrow one item, Yr 1 and Yr 2 students may borrow 2 items and Yr 3-7 students may borrow up to 4 items. Students may negotiate further loans with the Teacher Librarian.
- Student loans are for 2 weeks.
- 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.
- Library staff will issue reminders about unreturned loans in the last week of every term.
- Library staff will request parental assistance and /or payment for unreturned loans that are one term overdue. These requests will be issued in Week 5 of each term.
- Teachers may borrow items for one term. Curriculum items may be borrowed for one year.

**DEFINITIONS:**

Reference to ‘Parents’ in this Policy includes Guardians and Caregivers.

**REVIEW HISTORY:**

Date	Event	Changes / Comments
06/2013	Rev00	Policy Revision
06/2014	Rev01	Minor formatting changes

**TO BE REVIEWED: 2015**