



LIBRARY POLICY

Rationale:

- The library is the central location for literature resources, research materials, multimedia technologies and teaching materials. In this capacity the library houses the most expensive collection of assets owned by the school. It is essential therefore that the library be effectively and efficiently maintained and developed.

Aims:

- To provide a library for use by the school community that is modern, inviting, appropriately resourced and well utilised by all.
- To ensure that the assets bought by the community and located in the library are secure and well maintained.

Implementation:

- School council will over time provide a modern, well resourced and technically advanced library facility.
- The library will house all reading schemes and materials, all fiction and non-fiction resources, all audiovisual equipment, all multimedia resources such as DVDs, teaching aides, teacher references and similar materials and equipment.
- Bright and inviting storage facilities will be made available.
- An up-to-date multimedia computer centre will be located in the library primarily for use as a research facility.
- A trained teacher librarian will oversee all operations that relate to the library.
- All classes of students can access the library as part of the timetable, and each class visit can incorporate a lesson from the library teacher, time to explore and enjoy the library resources, and borrowing research opportunities.
- All library materials and resources will be identified as school property, will be effectively marked, and will be bar-coded.
- All library assets will be electronically stored on a central database, and can only be borrowed by approved persons, via an automated borrowing system overseen and managed by the teacher librarian.

- The library facilities will be made available to the wider school community for use on certain predetermined evenings, but any borrowing will be limited to families associated with our school.
- Lost or damaged resources must be paid for by the parents of students who borrowed the item/s in question.
- Borrowing privileges may be suspended from people who do not comply with the school's expectations.
- A significant program budget will support the school library annually.
- The student who borrows the book is responsible for its return. It is non-transferrable. (DON'T hand to a teacher or another student.)
- Borrowed books have a date due stamped in the back of the book.
- Overdue reminder notices are to be given to students on a regular basis. If books are not returned or renewed, reminder notices will be sent home.
- Invoices for lost books will be sent to families if books are still not returned.

Evaluation:

Alexandra Secondary College is committed to ensuring this policy is publicised and implemented and will monitor and review its effectiveness.

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Principal

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President of School Council

Date: 1-4-2011 Review date/cycle: 1-4-2014

* This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

March 2011