

# **POLICY: *Library***

School Council Approved: 18<sup>th</sup> June 2024



## **PURPOSE:**

The school's library is a highly valued resource which is maintained to support and develop teaching and learning at Lockington Consolidated School.

## **GUIDELINES:**

The library seeks to provide a range of texts and literature for use by students and staff. It is developed to facilitate student borrowing, to provide resources that can be borrowed and added temporarily to classroom libraries, and for teachers to access and borrow mentor texts.

Teachers will be able to visit the library with their classes, utilising its facilities to:

- Support classroom programs (particularly the Whole School Approach to Reading)
- Build student appreciation and growing enjoyment of literature and reading for both leisure and educational purposes.
- Scaffold skill building so that students can independently locate a text and understand the way libraries are structured and organised.

## **IMPLEMENTATION:**

### ***Purchasing***

The library will be supported with an allocation of funds through the annual budget. This budget is to be monitored and purchasing co-ordinated by an allocated member of staff as outlined in the allocation of Roles and Responsibilities each year.

### ***Borrowing Guidelines***

- Students will be able to borrow up to two books at a time for a period of up to 2 weeks. Borrowing privileges may be temporarily terminated if a book is not returned on time (overdue).
- If a library book is damaged, lost or not returned by a student, a \$10.00 charge will be invoiced to the family's account. This account must be paid in full for borrowing privileges to be re-instated.
- Members of staff will be able to borrow up to 100 books at a time, for a period of up to 13 weeks (one term).

## **PROGRAMS**

- Each class should be given the opportunity to visit the library (usually with their classroom teacher) once per week.
- The library is sometimes open at lunchtime, to read quietly, draw/colour in or play games. This is however dependant on the staff duty roster availability.

## **MAINTENANCE**

Maintenance and development of the library as a resource will be on-going. Stocktakes will be completed annually and comprehensive circulation records will be maintained. Parent volunteers in the library are welcome.

## **POLICY EVALUATION:**

This policy will be reviewed every 3-4 years