Library Collection Management Policy

Rationale

The purpose of St Bede’s Library collection policy is to set out the principles governing the selection, acquisition, review and evaluation of resources, for the benefit of the teacher librarian and staff and the school community. The teacher librarian, in consultation with the staff and executive, is responsible for writing the collection development policy, which is then approved by the Principal and School Board.

The St Bede’s Primary School Library supports the school vision/mission statement:

At St. Bede’s we strive for excellence in education
We believe that everyone is unique and created in
The image of God.
We walk in love and peace by living our 5 C’s
  • We are Cooperative
  • We are Courageous
  • We are Considerate
  • We understand that our actions have consequences

St Bede’s School follows the Catholic Education Office Ethos, that effective school libraries are essential to equip students with the research skills necessary to survive in a world where information acquisition and its selective use are increasingly important to meet the demands of everyday life. The Information Literacy Process (see Appendix A) is promoted in the library and the classroom. Students learn information-handling skills to enable them to work effectively in an information rich environment.

St Bede’s library aims to provide the members of the school community with a well-resourced library including access to a seamless integrated information society via electronic resources.

The teacher librarian works collaboratively with all the staff to ensure gender equity, multiculturalism and a balance of resources to enhance the curriculum.
PRINCIPLES

1. The Collection Function

- The function of the library collection is to cater for students, staff, and parents.
- Students are provided with materials to cater for their variety of reading levels, interests, emotional, social and spiritual needs as well as supporting the Australian Curriculum.
- Staff are provided with materials that support the Australian Curriculum and professional development.
- Parents have access to the collection to support their needs in literacy information, reading for leisure with their children and learning strategies.

2. Collection Goals:

- To provide an organised, accessible collection of resources and a range of services appropriate to St Bede’s community.
- To provide an up to date collection that supports St Bede’s curriculum and the reading and interest levels of students.
- To provide resources of a high standard in a range of formats.
- To provide resources that covers a broad range for student ages, abilities and subject areas.
- To provide resources that support teachers in implementing the curriculum.
- To provide reading material in French to support the LOTE program.
- To provide resources that represents the Catholic ethos.
- To support the principles of ASLA.
- To provide web based resources that are directly related to student’s research and assignments.

Selection Principles

1. Responsibility for Collection Management

All resources selected for inclusion in the school library should be compatible with the school and library policies. The major responsibility for selection of library resources is delegated to the school librarian. Other staff members, in particular subject coordinators, also select resources for the library. These are generally purchased from the relevant budgets. Staff members are encouraged to recommend items for inclusion. Pupils are also encouraged to make suggestions and requests. However, the final decision on selection rests with the teacher librarian, who can ensure that the selection meets the collection needs and criteria.
2. Collection Formats

St Bede’s collection will incorporate a variety of formats including, books, ebooks, magazines, journals, videos, computer software, apps for ipads, Internet sites and online databases.

3. General Selection Criteria

Resources selected must:

- Meet the educational and recreational needs of the students.
- Meet the school curriculum requirements and the Australian Curriculum.
- Presentation and context must be of a high standard.
- Be accurate in terms of content.
- Format and layout must be suitable for primary school students.
- Be free of bias and stereotype.
- Not make use of unacceptable profanity.
- Acceptable in literary style and technical quality.
- Be in broad agreement with the teachings of the Catholic Church.
- Be cost effective in terms of use.

The following criteria will be applied in response to the particular aims and programs at St Bedes:

- Resources to support the Australian Curriculum in English, Mathematics, History, Science and cross curriculum perspectives.
- Resources to support the French language program.
- Resources to support the multicultural nature of our community.
- Resources to support the Access Asia component of the Australian History Curriculum.
- Resources to support cross curriculum perspectives of Aboriginal and Torres Strait Islander education and cultural understandings.
- Resources of a sexist or racist nature or presented in an unbalanced and biased manner will not be selected.
- Resources will be evaluated and selected for their relevance to the Australian way of life and their Australian content.

The following points are also considered:

- The present book stock.
- Areas which are well stocked.
- Areas with apparent deficiencies.
- The need for replacement of outdated and much used material.
- Desirability of maintaining a balance between fiction and non-fiction.
WWW COLLECTION FUNCTIONS AND GOALS

• The Teacher Librarian will maintain the school website.
• The Teacher Librarian will be an administrator of “Life”.
• Links located on ‘Students’ web page, on the St Bede’s website, will ensure students have access to appropriate www based web resources that are directly related to classroom research and learning activities.
• Teachers can nominate website links to be added. These must meet the general selection criteria.

www. General selection criteria:
The Teacher Librarian will only include links to websites when a classroom teacher has made a direct request. The outcomes of the content of the research/assignment must be discussed with the teacher librarian enabling the teacher librarian to clearly identify the needs of the student.
The school’s ‘Students’ web page will include links to websites that:
• Have been requested for inclusion by a classroom teacher (and meet the general selection criteria).
• Students locate and recommend a website (that meets the general selection criteria) for a particular classroom research task or assignment.
• Are directly related to current classroom research or assignments.
• Have a level of language and intellectual content that is age appropriate.
• Have a degree of interactivity with the user.
• Are free of gender and race bias.
• Have help devices e.g. site maps.
• Allow for ease with which information may be downloaded or copied onto disk or a work page.
• Have a proportion of content that is dynamic in nature, eg. Music, film clips, animations.
• Originate from reputable sources such as:
  • a university
  • an expert in that particular field
  • an authoritative site with gateways to further links.

Weeding of links on the school’s ‘Students’ web page:
Weeding of the collection is an ongoing process throughout the year. The following process will ensure the student’s web page is up to date in providing live links to websites that are directly related to research and assignments.
• Links will be regularly checked to ensure all links are live.
• Website links will be deleted from the ‘Students’ web page section of the school’s homepage when:
  • Links are no longer live.
  • If websites have been upgrade and no longer meet the general selection criteria.
  • When the classroom research or assignment which the link has been provided for, has passed its due date by one month.
Reviewing sources for the selection of websites:
The following resources are available in the school library and provide reviews on websites.

- SCIS Connections- print format or via SCIS www site.
- Magpies Magazine
- Classroom Magazine

4. Duplicate and Multiple Copies

In most cases only one copy of a book will be purchased. Multiple copies will be purchased on request of teachers and placed in the classroom where it is required as a set.

5. Extending the Collection Beyond St Bede’s School Library

The collection is extended by:

- Loans from the Canberra Library Services.
- Loans from The Catholic University Library Services for resources where the school library has deficiencies.
- Linking WWW sites both relevant and appropriate for use as resources for teachers and students.
- Learnology resource management system, which enables websites to be hot linked or embedded into ‘Life’ pages that have been created by teachers.

6. Lost Items

- Students are responsible for all borrowed resources. Books are considered lost after being overdue by one term. A letter is sent home to the parents/guardians containing title and barcode of the book and the replacement cost. Each case will be assessed individually.
- Staff are not asked to pay for lost books except under exceptional circumstances. Exceptional circumstances may include:
  A continued high loss of resources.
  Where the value of the lost item exceeds $100.00.
- Items lost without being borrowed are marked missing when stock take is finalised. Items are deleted if they retain a missing status for a two-year period. These books are not automatically replaced.
7. Donations and Gifts

- Acknowledgement is made to the family or student by way of a completed “Donated by” label placed on /inside the resource and in the notes area of St. Bedes Oliver library catalogue.

8. School Coordination of Purchases

Subject coordinators who purchase resources for their area are required to have the resources accessioned by the Teacher Librarian and the items housed in the Teacher Resource section of the library. Music and French resources are housed in the music and French multipurpose room. All Religious educational Resources for Teachers are housed in the Religious Education Coordinators office.

Acquisitions

1. Reviewing Sources

Resources will be selected using some of the following selection tools and services:

- SCAN
- Magpies
- Literature Base
- SCIS
- Australian Curriculum
- Publishers and bookseller’s catalogues, fliers, brochures and other commercial advertising publications are placed in the catalogue selection box in the library for selection and acquisition reference.

2. Acquisition Principals

- Interstate and local book suppliers are welcome to leave a selection of books for perusal by the teacher librarian and staff members. A discount is expected of at least 10% on purchases from these suppliers.
- Majority of book purchases will be from McCauley & Co. local book suppliers, who offer 22%, discount on most purchases.
- The school also purchases books from the local bookshops at Manuka, Paper Chain.
- Online purchases from Book Depository, Amazon and Fishpond
• Ebooks are purchased from Kobo and iTunes.

• Staff members may make requests and if the resources meet the selection criteria then they will be purchased, depending on the availability of funds.

• Resources ordered through educational suppliers are “on approval” only. The teacher librarian and one of the subject coordinators will preview the resources before approval is given for its purchase.

• When purchases have been approved an order form will be completed, signed by the Principal and processed by the Bursar.

• Resources may be acquired through loans from, local public libraries and other school libraries.

• The Annual CBC of Australia short-listed books is a standard purchase (excluding the “older readers” category).

• Electronic Information and services such as –Britannica Online Encyclopaedia, that are library specific, are purchased from the library budget by the Teacher Librarian. These acquisitions must meet General Selection Criteria.

• Primary Standing Orders is a service where educators review latest release books eight times a year. St Bedes subscribes to standing orders each year and normally accepts all of the books unless a copy is already in the library or a resource does not fit the selection criteria.

3. Donations and gifts

All donations will be subjected to the same criteria as other resources selected for the library. If the donation is not relevant to the collection an explanation will be given where possible to the donor. The item will be returned or disposed of by giving it to LifeLine organisation for their annual book sale or to another charitable organisation.

4. Budget

The library budget is allocated by the school board at the beginning of each calendar year. Control and responsibility of the budget lies with the Teacher Librarian. The Teacher Librarian and the Bursar manage the accounts. The budget is supplemented by the funds raised through book fairs.
Collection Maintenance

1. Reconsideration of Resources

In the event of an objection being made to any of the resources in St Bede’s library, the following procedure will be followed:

- The resource will be discussed orally by the person concerned and the Teacher Librarian.
- If it becomes obvious that a serious challenge is being made then the person concerned will be asked to state the objection clearly in writing using the form "Request for reconsideration of a library Item." (see Appendix B)
- The Teacher/Librarian will advise the Principal. The Principal will examine the material and determine whether it should or should not be withdrawn based on the selection criteria stated in this document. The Principal may elect to present the resource to the School Board for examination. In which case the decision will be based on a majority vote. If the resource’s exclusion is rejected, the complainant will be notified in writing of the decision and the reasons why. If the exclusion of the resource is affirmed, the resource will be immediately withdrawn from the collection and disposed of in an appropriate manner by the Teacher Librarian. The complainant will be notified in writing of the decision and the reasons why.

2. Weeding

Weeding of the collection is an ongoing process throughout the year. A planning process has been put into place to ensure all areas of the collection are given a thorough weed over a period of time. The teacher librarian and staff members, who have an expertise in particular subject areas are responsible for weeding.

The following weeding criteria is applied to the collection:

- Resources in poor condition, dirty, worn or damaged. Popular titles are replaced where possible.
- Currency of information - Date of publication is used as an indicator for subjects where currency is important, for example travel guides, computer books and health materials.
- Resources containing out dated facts, values and/or attitudes.
- Resources, which are condescending, stereotyped, patronising or biased.
- Resources which no longer support the curriculum.
- Resources, which are no longer in demand and have not circulated in three –five years.
- Obsolescence - Books about topics and people that are no longer relevant or accurate
- Superseded content or editions
- Availability of information in other formats that may better serve the same purpose
• Amount of similar material available in collection.
• more than ten years old, unless of special value e.g. historical

The following plan for weeding is recommended and to be conducted throughout the term specified.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Picture Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2</td>
<td>Fiction</td>
</tr>
<tr>
<td>Term 3</td>
<td>Picture Books for older readers</td>
</tr>
<tr>
<td>Term 4</td>
<td>Non Fiction Books</td>
</tr>
</tbody>
</table>

Weeded resources will be removed from the shelves, deleted from OLIVER database, stamped with a cancel stamp on the title page and on the school barcode. The book will be disposed of in an appropriate manner by the Teacher Librarian.

3. Stocktaking

The Teacher Librarian and volunteers from the school community, will conduct a stocktake of part of the collection, on the last week of each year, to minimise the impact of library services to the school community.

The following stocktake plan is recommended:

<table>
<thead>
<tr>
<th>2013</th>
<th>Teacher Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Classroom Teacher Reference Resource Boxes</td>
</tr>
<tr>
<td>2015</td>
<td>Fiction and Non Fiction</td>
</tr>
</tbody>
</table>

The stock take will be conducted through OLIVER automated library system. A stocktake report will be submitted to the Principal and a copy filed in the library under Stocktaking.

Collection Review, Evaluation and Assessment

St Bede’s library collection is subject to ongoing review. It is the responsibility of the Teacher Librarian to ensure the collection is relevant and current in meeting user needs. Methods used will include:

• Surveying the users of the library – when teachers are programming and at the completion of units of study.
• Collection mapping to ensure adequate resources for users.
• Statistic analysis of usage patterns produced by OLIVER
• Comparisons with published lists.
• Evaluation in terms expressed in: ‘Learning For The Future.’ (Curriculum Corporation 2001) and,
• The library Collection Development Policy will be reviewed every five years. Next review year is 2018.