ST BEDE’S LIBRARY POLICY

Rationale:
Our school library is an integral part of the whole school’s management of resources. It is a resource centre for research and recreation, fully available to students and teachers and partly available to parents and friends. The library resource centre supports the school in the following ways:

• helping the learners learn;
• helping the teachers teach;
• resourcing the curriculum;
• providing access to information; and
• nurturing a suitable learning environment.

The Role of the School Library:

The library resource centre exists to:

• support the St. Bede’s Mission Statement;
• support teaching and learning within the total program of the school. The teacher-librarian collaborates with teachers in the planning, implementing and evaluating of teaching and learning programs, including the integration of Information Communications Technology and literacy.
• provide an organised collection of materials suitable to the particular needs of the school community;
• provide an environment which is welcoming and stimulating for individual and group learning;
• provide the opportunity for all students to learn and practice the information skills associated with using resources of all types; and
• provide the opportunity, through literature, for personal enjoyment, recreation and stimulation to the imagination.

The Role of the Teacher Librarian:

The teacher librarian is a specialist in teaching and librarianship, and is responsible for the development of library services in the school. The teacher librarian is expected to:

• Provide an inviting library environment
• Develop in students the enjoyment of reading, and encourage them to read as widely as possible
• Assist teachers, classes, small groups and individual students in locating and using resources for both curriculum and recreational needs
• Provides students with opportunities to develop information skills and to use these skills competently and with confidence for lifelong learning
• Teach Information skills in the context of what students are studying
• Develop open communication with all members of the school community
• Classify and catalogue all library materials, using Oliver Library management System software
• Manage the acquisition, organisation, circulation and maintenance of learning materials
• Formulate a library policy
• Formulate a collection management policy
• Formulate a copyright policy
• Develop and maintain appropriate library records and statistics
• Select and weed materials in accordance with collection management policy
• Monitor circulation desk
• Maintain the library collection in an orderly fashion. Stocktake on a regular basis
• Take an active role in school curriculum development, as needed
• Provide resources to meet the needs of the school curriculum including subscriptions to online resources
• Seek appropriate opportunities for professional development
• Maintain the school website
• Liaise with CEO webmaster
• Manage school subscription to Mathletics
• Manage the online teaching and learning delivery system “Learnology”
• Provide IT support to staff and students
• Liaise with CEO technical support team

Implementation:

Borrowing and returning procedures
• The library is open three lunchtimes per week. The duty is covered by the teacher librarian.
• Regular library lessons are timetabled for every class. Each session is 60 minutes long and is the release time for class teachers from face to face teaching.
• Children in Kinder can borrow up to two books from any section of the library per week.
• Children in Years 1 - 2 can borrow up to three books from any section of the library per week.
• Children in Years 3 - 4 can borrow up to four books from any section of the library per week.
• Children in Years 5 - 6 can borrow up to five books from any section of the library per week.
• Books can be borrowed for up to two weeks, however high demand material may have a reduced borrowing time.
• There are five eReaders (Kobo) which are available for years three to six to borrow for one week.
• Teachers may borrow up to 100 items for as long as they are needed.
• Teachers are encouraged to borrow a bulk loan of books for classroom use during the term.
• The library is opened at lunchtime on Tuesdays, Wednesdays and Thursdays for 30 minutes.

Library Skills
It is expected that students will achieve at least the following basic skills:

Kindergarten
• locate library and identify significant parts of the library;
• concept of what a library does/is
• concept of borrowing and returning
• care of books
• library rules;
• identify and locate picture books;
• begin to learn parts of a book (front, spine, back, title page); and
• book discussion - talk about story books
Years 1 - 2
- can recite the alphabet, A – Z
- can understand the difference between fiction and nonfiction books
- can name simple parts of a book
- can identify and locate different sections of the library;
- will begin to select materials suitable for their reading level
- beginning location skills using OPAC; and

Years 3 - 4
- able to use shelf guides when locating information;
- confident use of OPAC;
- able to identify blurb, index, contents, call number;
- discuss characterisation of a book;
- is aware of the information literacy process and begins to apply the steps when researching
- extract information from a variety of source (non-fiction books, TV, internet, video/DVD);
- becoming familiar with reference material (dictionaries, atlases, simple encyclopaedias);
- take notes from non fiction sources and retell in their own words.

Years 5 - 6
- realise that there are many information outlets;
- locate reference materials using OPAC, internet, monographs;
- understand and use the terms glossary, bibliography, classification, cite,
- recognise the publisher’s name, date, place of publication, publisher and use these when writing their own bibliographies;
- understand how the Dewey classification system works;
- present written and oral reports, overviews and critiques using a variety of reference materials.

Other Relevant Policies
- Library Collection Development Policy
- Library National Curriculum teaching and learning Policy
- Copyright Policy