



## Warragul North Primary School

# 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 managed, maintained and developed.

### **Aims:**

- To foster an appreciation and enjoyment of literature.
- To develop library and research skills.
- 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 located in the library are secure and well maintained.

### **Implementation:**

- The library will house all reading schemes and materials, all fiction and non-fiction resources, multimedia resources such as DVDs, teaching aides, teacher references and similar materials and equipment.
- Welcoming and inviting storage facilities will be made available.
- A librarian technician will oversee all operations that relate to the library.
- All students will be allocated weekly access to the library which will incorporate a lesson from the classroom teacher, time to explore and enjoy the library resources, and borrowing opportunities.
- Classroom teachers will follow the WNPS library Skills Scope and Sequence Plan.
- The library will open before school for borrowing and at lunchtimes for reading and research.
- 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 librarian technician.
- Classroom teachers will be able to bulk borrow picture story and non-fiction library books.
- Lost or damaged resources must be paid for by the parents/guardians of students who borrowed the item/s in question.
- Borrowing privileges may be suspended from students who do not comply with the library borrowing procedure.
- A program budget will support the school library annually.

### **Evaluation:**

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

This policy was ratified by School Council in 1995  
This policy was amended by School Council in September 2014  
This policy was amended by School Council in May 2015  
This policy was reviewed by School Council in May 2020