LIBRARY POLICY 2012

1. **RATIONALE**
   The library services at are governed by the beliefs of the Diocese and the vision of the school:
   “The dignity of the human person and the right of each to opportunities which enable him/her to achieve their potential.”
   (CSO Libraries Alive 1993)

   ‘Steadfast in faith and hope’ our vision is to strive for the extraordinary by developing positive education which can transform lives and communities’.
   (St Patrick’s Swansea Mission Statement)

   The school library is integral to the educational process, providing an authentic and inclusive information environment that encourages and supports the school curriculum. It offers services and resources that enable all members of the school community to become critical thinkers and effective users of information in all formats, promoting life-long learning and the creation of an information literate school community.

2. **AIMS**
   These aims support the Australian School Library Association – Bill of Rights (Appendix A).
   i. **Informational**
      - Provide reliable information, rapid access, retrieval and transfer of information in a variety of formats, both print and non-print.
   ii. **Educational**
      - Support teaching and learning programs which will see students become well-informed, imaginative and effective decision-makers.
      - Provide opportunities for students to develop a range of information skills that will enable them to work independently or collaboratively in order to create workable solutions to complex problems.
      - Challenge students to do their own thinking and learning.
   iii. **Cultural**
      - Improve the quality of life through guidance in the appreciation of arts, encouragement of creativity and development of positive human relations.
   iv. **Recreational**
      - Support and enhance a balanced and enriched life and encourage meaningful use of leisure time through provision of recreational information, materials and programs of recreational value.

3. **IMPLEMENTATION**
   i. **Personnel:** The library will be staffed by a qualified teacher librarian and library assistant. The teacher librarian will report to the principal directly on matters concerning the management of the library.
   ii. **Time:** The library will be staffed according to the CSO staffing policy. Library staff will share the working week in such a way that information and support is available to school users Monday to Friday.
iii. Procedures: The teacher librarian will ensure that the following policies are provided in order that the management of the library is defined and organised
- Collection Management Policy.
- Access Policy.

iv. Learners and Learning
Collaboration is required between the principal, teachers, and teacher-librarian to develop strategies for:
- Identifying the continuum of information and ICT skills that underpins the school’s curriculum programs (Appendix).
- Planning resource-based programs and other contexts for resource use.
- Ensuring that students have adequate access to the information services for curriculum programs and their individual needs.
- Providing appropriate assistance to individual students with special needs.
- Encouraging students to take increasing responsibility for their learning.

v. Teachers and Teaching
The library staff and school executive will work collaboratively to ensure that teachers:
- Receive curriculum and professional information regularly and promptly.
- Are made aware of, and have ready access to, curriculum materials to support their teaching.
- Have regular opportunities to preview curriculum resources and to provide feedback and suggestions on collection development.
- Have opportunities to work collaboratively on curriculum planning.
- Receive assistance in using information systems, services and ICTs and in developing their own expertise.

vi. Resourcing the Curriculum
The library staff, principal and staff will work collaboratively to:
- Develop timelines and budgets for both long-term and short-term targets.
- Ensure that budget allocations are managed and deployed according to identified priorities and ongoing needs.
- Select resources according to recognised criteria for each medium.

vii. Facilitating Access to Information
The library staff and principal will work collaboratively to:
- Identify the funds and staff time required to develop and maintain ALICE.
- Develop timelines and budgets to establish and maintain information systems, services and ICTs.
- Develop flexible systems that aim to provide equitable access to information resources.
- Introduce new systems and technology to students and staff systematically, and in context of curriculum programs.
- Ensure that assistance is available to staff and students in using information systems and ICTs.

viii. Developing the Physical Environment
The library staff, principal and staff will work collaboratively to ensure that:
- Space and facilities are flexible and suit resource-based learning and teaching programs.
- Visual, recorded and personal guidance is provided for students and teachers in the use of information resources and systems.
- Services and facilities are promoted to the community of users.
- The library is an aesthetically pleasing environment.
4. **BUDGET**
   i. Each year the teacher librarian will assess the budget required to uphold the aims of the school library. The budget will be submitted to the Principal for consideration and discussion, prior to the school executive developing the overall school budget.
   ii. Through collaboration with principal, staff, students and the school community, information needs are identified. Resources are selected, evaluated and acquired in accordance with the school’s Collection Management Policy.
   iii. The teacher-librarian, in consultation with principal and clerical, monitors spending according to school accountability procedures.

5. **EVALUATION**
   - Library staff will evaluate this policy and the library and information services at St Patrick’s, in consultation with all members of the school community.
   - Library and information services in the school will be evaluated, developed and implemented according to the School Management Plan.
   - Through consultation with individual class teachers the teacher-librarian will formally evaluate individual class programs at the end of a set unit of work.
   - Through observation and discussions with staff and students, units will be monitored on a weekly basis and changes implemented if necessary.
   - This policy will be evaluated every three years or following significant changes in staff.

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**Appendix A: Policy Statement - School Library Bill of Rights**

- School libraries are concerned with generating understanding of freedom and with the preservation of this freedom through the development of informed and responsible citizens. The responsibility of the school library is:
- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards.
- To provide a background of information which will enable pupils to make intelligent judgements in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the users of the library.

*Australian School Library Association Inc.*