LIBRARY ACCESS POLICY 2012

1. RATIONALE
This policy reflects the vision and mission statements of St Patrick’s and supports the mission of the school library: Steadfast in faith and hope, our vision is to strive for the extraordinary by developing positive education which can transform lives and communities.

Our Mission
- Inspired by our faith and together with our parents, church and community, we aim for each person to reach their full potential in body, mind, heart and spirit.
- To provide a happy, caring and compassionate school where social justice, respect, hope and other Gospel Values are reflected in all that we do.
- To provide a stimulating and differentiated learning environment so as to cater for children’s learning needs.
- Encourage children to recognize and achieve their full potential, so that they can make their best contribution to society.
- Ensure that each child is taught relevant skills to meet their needs in the 21st Century.
- To base our teaching pedagogy on current best 21st Century practices, including the use of computer technology.

(St Patrick Vision and Mission Statement 2011)

2. AIMS
It is the intent of this document to provide members of St Patrick’s school community with an understanding of:
- How access is provided to resources within and beyond the school community.
- Guidelines employed for organising, retrieving and circulating resources in a well organised and efficient manner.

3. IMPLEMENTATION
i. Roles and Responsibilities
- The teacher-librarian, acting on authority delegated by the principal, is responsible for organising efficient and effective access to information.
- When making access decisions the teacher-librarian and members of the school community will work collaboratively, drawing on their knowledge of the curricula and of the users, to identify opportunities for enhancing student learning through improved access to information.
- In accordance with Diocesan guidelines, the library assistant is responsible for the physical processing of all resources, including, accessioning and end-processing.

ii. User Needs
The collection supports the needs of three groups: staff, students, community. The teacher librarian will be responsible for determining resources the users require access to, both within the school and beyond, and setting in place systems that will allow efficient and effective access to these resources. These needs will be determined through interviews and informal surveys.
iii. Library Management System
The Maitland-Newcastle Catholic Schools Office (CSO) governs the Library Management System. Currently all schools within the diocese run the Softlink ALICE for Windows program. It is installed by the CSO, with CSO staff appointed to facilitate the efficient maintenance and development of the software, including upgrades when available.

- **Catalogued Items**: Resource areas throughout the school requiring systems for access, storage, organisation and circulation include the library and the staffroom. All resources purchased by, or donated to, St Patrick’s will be catalogued and processed in ALICE, excluding:
  - Professional development magazines. These items shall be filed in the teacher librarian’s office.
  - CSO Policy Documents. These items shall be filed in the Principals Office, with duplicate copies in the staffroom filing cabinet.

- ALICE permits access to online resources, and as such, sites which are identified as being useful resources for supporting learning at St Patrick’s will be entered into ALICE. The request for a site to be catalogued may be made by any community member, but the decision to include or exclude a site will be made by the teacher librarian using criteria detailed in the Collection Management Policy. *(See St Patrick’s Collection Management Policy)*

- **Online public access catalogue (OPAC)**: The OPAC facility provided in ALICE is referred to as ALICE Enquiry. One computer terminal in the library will be reserved for ALICE Enquiry use only. ALICE Enquiry is available throughout the school via the network. It is the responsibility of the teacher librarian to provide opportunities for students, teachers and community members to become skilled in accessing the catalogue and gaining an understanding of the most efficient methods for accessing resources. This will be implemented via student lessons, staff meetings and Parents and Friends Meetings.

- **Authority Files**: As authority files are integral to the cross referencing facet of the OPAC, St Patrick’s will subscribe to SCIS authority files and update the system annually.

iv. Catalogue Entries

- **Bibliographic Records**: St Patrick’s subscribes to the School Catalogue and Information Service (SCIS). All bibliographic records are downloaded from SCISWeb, without alteration when possible. Prefixes and location symbols are not included in SCIS downloads and are determined by the teacher-librarian.

- **Classification**: In accordance with SCIS Standards the Dewey Classification System is used for classification at St Patrick’s. The most current Version of The Abridged Dewey Classification System will be used as a point of reference. To assist browsing by subject, shelves will be clearly labeled highlighting the location of classes and popular divisions Dewey system. Numerical labels will also be displayed.

- **Subject Headings**: The teacher librarian will work collaboratively with users to identify the most efficient access points through subject headings. Topic headings will be added for all Key Learning Area Units.
- **Local Entries**: For information resources where an original bibliographic record is unavailable, one will be created locally using:
  - Dewey Decimal Classification Abridged Version (most current edition).
  - SCIS Subject Headings Online.
  - Diocesan Standards of Data Entry Policy.

v. **New Resources**
The library assistant will ensure that all resources are catalogued and processed within the shortest time period possible. Priority is given to teaching resources and high demand fiction. Items required urgently by staff will be lent prior to cataloguing at the discretion of the library assistant.

4. **EVALUATION**
An evaluation of this policy will be carried every three years by the teacher-librarian in consultation with the library assistant. Changes will be discussed with the Principal and staff before being ratified at a staff meeting.