

# Parnell District School

## Library Procedures

2013

### **Rationale**

Our school library provides up-to-date resources and a pleasant environment in order to encourage independent learning and reading as a life-long recreation.

### **Purposes**

1. To provide resources that will support and enrich the learning experiences of every pupil in the school, meeting curriculum, recreational and information needs.
2. To encourage the development of life-long learning skills
3. To provide an inviting library environment conducive to children's reading and researching needs with comfortable seating and a quiet place for research.

### **Broad guidelines**

#### *Staffing*

The Principal has ultimate responsibility for the development and support of the school library. The Principal will ensure that the status, support, information and professional development time is given to the Library staff in order that their tasks can be carried out effectively.

The Library is managed and staffed by:

The Principal  
Teacher with Library Responsibility (TLR)  
Librarian  
Office Help  
Volunteer Parent Help  
Student Librarians

#### *Financial Support*

A budget proposal is submitted by the Library Team to the Board of Trustees in October of each year. It contains spending priorities. The TLR and Librarian are required to monitor and maintain spending within the allocated budget.

#### *Environment*

Adequate furniture and equipment will be provided to enable the library to function effectively

- to provide easy access to material in the library
- to provide adequate seating and tables to enable students to study / research in the library
- to create an attractive setting welcoming to students and staff

### *Resource management*

The library has a collection development policy with aims of providing material to support the Curriculum and encourage life-long learning and enthusiasm for reading in students.

If books or other library items are lost or damaged by students replacement cost of the items is asked for. No overdue charges are made.

A stocktake is carried out at the end of each year.

### *Library use*

The library is available for use for rostered class times under supervision of the teacher, at lunchtimes under supervision of Student Librarians and at other times of the school day for individuals and small groups to research or study or select reading material, if given permission by the class teacher.

The TLR and the Librarian have responsibility for library hours.

### *Evaluation*

The Library programme and expenditure are reviewed annually and an Annual Report is presented to the Principal and Board of Trustees. Policy should be reviewed regularly to ensure it remains relevant to the school's aims.