



## Our Lady of the Way Catholic Primary School **Library Policy**

### **PURPOSE:**

The school's library is a highly valued resource which is maintained to support and develop teaching and learning at Our Lady of the Way Primary School.

### **GUIDELINES:**

The library seeks to provide a range of texts and literature for use by students and staff. It is developed to facilitate student borrowing, to provide resources that can be borrowed and added temporarily to classroom libraries, and for teachers to access and borrow mentor texts.

Teachers will be able to visit the library with their classes, utilising its facilities to;

- Support classroom programs (particularly the Whole School Approach to Reading)
- Build student appreciation and growing enjoyment of literature and reading for both leisure and educational purposes.
- Scaffold skill building so that students can independently locate a text and understand the way libraries are structured and organised.

### **IMPLEMENTATION:**

#### ***Purchasing***

The Library will be supported with an allocation of funds through the annual budget. This budget is to be monitored and purchasing co-ordinated by an allocated member of staff (usually the "Librarian") as outlined in the allocation of Roles and Responsibilities each year. The purchase of specific texts to support classroom programs and the Curriculum, can be negotiated between a member of staff and the Librarian.

#### ***Borrowing Guidelines***

- Students will be able to borrow up to four books at a time for a period of up to 2 weeks. Borrowing privileges may be temporarily terminated if a book is not returned on time (overdue).
- If a book is not returned by a student, an account will be sent to their family for the cost of the book (or \$10.00, whichever is greater). This account must be paid in full for borrowing privileges to be reinstated.
- Members of staff will be able to borrow up to 100 books at a time, for a period of up to 13 weeks (one term).

#### ***Programs***

Each class should be given the opportunity to visit the library (usually with their classroom teacher) once per week.

The library will also be open during advertised times such as before school, lunchtime or after school.

#### ***Maintenance***

Maintenance and development of the library as a resource will be on-going.

Stocktakes will be completed annually and comprehensive circulation records will be maintained.

**RELATED LEGISLATION:**

Nil

**RELATED POLICIES:**

Curriculum Policy  
English Policy  
Multimedia Resources Policy

**POLICY EVALUATION:**

Evaluation will be conducted by the Leadership Team every 3 years

**DUE DATE FOR REVIEW:**

Due for review in October 2022