McAULEY CATHOLIC CENTRAL SCHOOL

LIBRARY POLICY
RATIONALE

Library Resource Centres in the 21st Century have a very different role to the libraries of the 20th Century. Libraries in the past were expected to be a store of information, however, because of the ever-expanding amount of knowledge in the world today it is impossible to store all information and keep it current. A school Library Resource Centre therefore must provide access to information rather than actually store it. It then becomes a responsibility to teach its clients how to effectively find and use this information.

Library Resource Centres should encourage reading for pleasure. Our society is quite fast paced with many stresses and pressures. Reading for pleasure is an effective way to relieve stress and therefore help cope with the world in the 21st Century.

Reading for pleasure and information contributes to the exit outcomes at McAuley Central School as these activities help the students to develop the knowledge skills, understandings, values and attitudes necessary to have life-long relationships with God, others and the world around them.

PURPOSE

The Library aims to work with students, teachers and parents to achieve the mission of the school by:

- Developing in students the habit and enjoyment of reading and learning that can be sustained throughout their lives.
- Offering opportunities for experiences in creating and using information for knowledge, understanding, imagination and enjoyment.
- Developing and/or supporting skills of evaluation and use of information.
- Providing access to a diverse range and format of information that will expose students and teachers to various ideas, experiences and opinions.

LIBRARY OPERATIONS

Physical environment, equipment and facilities

There are two Library Resource Centres, one located on the Secondary Campus and one on the Primary Campus. They house fiction, non-fiction and reference resources for students. The Primary Library Resource Centre also houses picture book resources. In addition to this, both centres house a mini lab of 13 computers. Internet and Library inquiries can be made on them as well as access to student drives on the school fileserver.

Primary teacher resources are shelved in the Primary Staffroom. Secondary teacher resources are shelved in the Secondary Library Resource Centre. All teacher resources can be accessed by all staff via the Alice Inquiry Network.

Staffing

Staffing consists of one part time Teacher Librarian (0.8) and one part time (0.6) Library Assistant.
Collection Development

Materials are selected to:

- Provide a comprehensive library collection and access to information that is appropriate to the school community and its mission.
- Provide up to date resources that enrich and support the curriculum with consideration of the varied interests, abilities, learning styles and maturity levels of the students.
- Assist growth in factual knowledge, literary appreciation, aesthetic values and societal standards.
- Ensure every student has equitable access to a variety of relevant, accurate and current information resources of quality and a wide range of formats.

Challenged Materials

The Librarian will not abridge a text or censor a text by removal of pages or editing footage as this is a breach of the Copyright Act. Any item that is challenged by a student, parent or teacher will be reconsidered by following these procedures:

- The challenger will be asked to complete a Challenged Materials Form (see Appendix 1).
- The challenge should be made to the Teacher Librarian who will consult with the Principal.
- The Teacher Librarian and/ or the Principal will meet with the complainant to discuss their concerns.
- The Librarian will remove a text from the collection if there are sufficient grounds for its removal.
- The review process should normally be completed within a month of receipt of the challenge form.

Funding/Budget

The annual library budget is $6000, split on a per head basis between the two campuses. Often resources are suitable for both campuses therefore discretion the split is left to the Teacher Librarian’s discretion.

Weeding

The general criteria for removal of items are:

- Appearance and physical condition
- Date of publication
- Curriculum change
- Inaccuracy / irrelevance of information
- Lack of use
- Changes to information or attitudes
The following guidelines may be helpful when weeding the Non Fiction collection.

000 Resources in the computing area date quickly. Examine closely anything over five years old.
100 Consider weeding outdated descriptions of psychological problems.
200 Remove old information about sects and religions.
300 Discard outdated law and government resources. Discard information on outdated social issues.
400 Consider the removal of old dictionaries and language texts with old-fashioned methodology.
500 Examine closely resources over five years old. Discard those with obsolete information and outdated pictorial formats.
600 Resources over five years old, particularly those on technology and medicine need to be examined closely.
700 Consider the removal of dated works on photography, music, art and sport.
800 Examine closer older literary works that have lost their appeal.
900 Weed outdated geography and history resources, particularly where the title dates materials and where names of countries have changed. Be especially careful to remove outdated and inappropriate Aboriginal resources. Retain resources pertaining to the history of the school and the Tumut community.

LIBRARY USE AND ACCESS

Borrowing

Items are generally borrowed for two weeks, some items are for overnight loan and English texts have a five week loan. Teachers’ resources are loaned until the end of the school year.

The following loan limits apply:

- Kindergarten  1 item
- Years 1 and 2  2 items
- Primary        2 Fiction  2 Other
- Secondary      3 Fiction  6 Other
- Staff          Unlimited

Opening times

Primary Campus

Bookings can be made on a timetable located in the Primary Staffroom for primary classes to access the Library Resource Centre. Times which the centre is not available are when Library lessons are on Wednesdays (all day) and Thursdays (until 12:15pm). Other access times are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Group</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>1:15pm-1:45pm</td>
<td>Kindergarten</td>
<td>Librarian</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1:15pm-1:45pm</td>
<td>Year One &amp; Two</td>
<td>RFF Teacher</td>
</tr>
<tr>
<td>Wednesday</td>
<td>1:15pm-1:45pm</td>
<td>Year Three &amp; Four</td>
<td>RFF Teacher</td>
</tr>
<tr>
<td>Thursday</td>
<td>1:15pm-1:45pm</td>
<td>Year Five &amp; Six</td>
<td>RFF Teacher</td>
</tr>
</tbody>
</table>
Library Policy

Secondary Campus

Bookings can be made on a timetable located in the Secondary Staffroom for secondary classes to access the Library Resource Centre.

Other access times are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Access</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30am-9:00am</td>
<td>Staff only</td>
<td>Librarian Assistant</td>
</tr>
<tr>
<td></td>
<td>1:45pm-2:05pm</td>
<td>Secondary students</td>
<td>Teacher</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30am-9:00am</td>
<td>Staff only</td>
<td>Librarian Assistant</td>
</tr>
<tr>
<td></td>
<td>1:45pm-2:05pm</td>
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<td>Librarian</td>
</tr>
</tbody>
</table>

LIBRARY PROMOTION

The Library participates each year in a Book Fair and Book Week celebrations. Book Fairs are held annually avoiding Book Week so that the quality of books supplied is high. Leading up to and during Book Week competitions are usually held to promote reading and the Library. Primary classes usually adopt a short listed book and base activities around the Ipswich District Teacher Librarian’s book.

ACCEPTABLE USE OF THE INTERNET

The Library expects students and staff to comply with the school’s Acceptable Use of the Internet Policy found on our school website and the Teacher’s Drive.

PRIVACY

The privacy of staff and students is respected with regard to the material they borrow. However, it is sometimes necessary to contact parents to oversee the return of overdue items.

COPYRIGHT

The Library complies with the Copyright Act 1968 and the amendments. Further information can be found at: [www.copyright.org.au](http://www.copyright.org.au) or in the CEO Handbook, Education Services Division.

RECORDING OF AUDIO VISUAL

Teachers may request the recording of television programs from free television or the Austar channels (free channels). All recording is done by the Librarian or Library Assistant. In the near future when the television service becomes digital the recording and storage will be catered for by the Clickview program.
MONITORING AND EVALUATION

Stocktaking

Stocktaking is generally completed over a two-year cycle. Primary Campus Resources and a location with a smaller number of resources such as Computer Software are counted in even years and the remaining locations are covered the following year.
APPENDIX 1

Challenged Materials Form

Name of person initiating request: ________________________________
Address: ______________________________________________________
Phone: _________________________________________________________
Email: _________________________________________________________

Student Name: ___________________________ Class: __________

Author: ____________________________________________ ____________
Title: ____________________________________________ ____________
Publisher: ________________________________________________
Format: (Eg. Book, video, website) ________________________________

1. To what in the video do you object? (Please be specific and give examples)

   content language concepts relevance ideology other

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

2. Did you examine the entire item? ________________________________

   If not, which parts? ___________________________________________

   ___________________________________________________________

3. Is the item suitable for a different age group? ___________________

   ___________________________________________________________

4. Is there anything good in this material? Please explain.

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

Signature: __________________ Date: ______