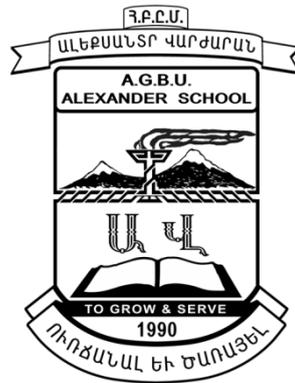


ARMENIAN GENERAL BENEVOLENT UNION ALEXANDER PRIMARY SCHOOL



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Library Policy

- Revised: 1997, 2014, 2015 -

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A.G.B.U. ALEXANDER PRIMARY SCHOOL

LIBRARY POLICY

RATIONALE

The AGBU Alexander Primary School Library exists for the teachers and students; it is a resource for both teachers and students. Library is best viewed as a function rather than place. Although the Library is the centre of the program, many library functions can be carried out in other places.

The aim of the Library is to provide library and resource services to the students and the teaching staff. The general aim of the AGBU Alexander Primary School Library is to support the educational aims and objectives of the school through the provision of relevant materials, teaching programs and services.

AIMS AND OBJECTIVES

The Alexander School Library aims to:

- provide teachers with materials and information for use within their classrooms;
- develop an interest in books and reading and to provide reading guidance;
- create a happy learning environment which is open to students and staff;
- provide instruction and practice in reference and research methods, including basic inquiry skills using Oliver Junior Library and Information Management Systems;
- provide instruction in library orientation and use, both for school and other libraries;
- provide recreational materials for use within and outside the school;
- cater for educational, cultural and recreational needs of the students;
- develop student independence and responsibility for their own education and recreation;
- support the staff in related activities.

LIBRARY FUNCTIONS

The Alexander School Library has the following functions:

- organisation of materials by means of classifying and cataloguing using the Oliver Junior Library and Information Management Systems;
- storage of materials;
- distribution of materials via the circulation system;
- provision of library and information service to staff and students.

The library contains and maintains the following collections:

- non-fiction books

- fiction and junior books
- kits
- picture sets
- games
- CDs and DVDs
- computer software
- reference books
- teacher's reference books
- card sets

SELECTION AND ACQUISITION OF MATERIALS

In order to provide service to the staff (classroom and professional), their needs and requirements for the future must be known. The selection of resources will be a cooperative process involving all staff members.

The Library Program is undertaken by the classroom teacher.

The Curriculum Coordinator will oversee the accessioning of Library material using the Oliver Junior Library and Information Management Systems.

The students have access to Library facilities during library lessons and also during class time and selected lunchtimes with class teachers and/or library monitors.

Overall, the Library Program will:

- bring students, staff and resources together,
- aid and supplement the formal education program of the school, by supplying resource materials for the students and staff.
- create a learning environment and resource centre that is open for use by staff and students, for the maximum possible time.

CIRCULATION POLICY

Borrowing:

- Every student is allowed to borrow a maximum of four books for a one week loan period.
- All students' borrowing cards are kept in a black folder in plastic pockets in class groups.
- When a student borrows an item, their card and the books will be scanned.
- The students will borrow with their class teacher at their allotted Library time.
- Library monitors will help with book shelving and general Library tasks at allotted lunchtimes.
- Students will be encouraged to borrow regularly, bringing their Library bags each week on the allotted day.
- Students will be encouraged to borrow a variety of resources, appropriate to their abilities and needs.

Returns:

- Students will return their books each week at their allotted Library time. At this time students will be able to renew any unfinished books

Teachers' Borrowing / Returning:

- Teachers may borrow items in bulk numbers.

Overdue Items:

- No more than four Library items may be borrowed at one time. Therefore a student will have limited borrowing until the resources are returned.
- After two weeks a reminder note will be sent home with the name of the books that are overdue.
- If the books are not returned then a letter setting out what is late and what its replacement cost is will be sent home.

Damaged or Lost Materials:

- Students who lose or damage Library items beyond repair will receive a letter requesting replacement cost for the damaged or lost item.

EVALUATION

In order to ensure that the Library is responsive to both the staff and the student needs, it will be necessary to continually re-evaluate the collection and its use.

There should be ongoing and continual assessment of the Library service and response from both staff and the students.

LIBRARY BEHAVIOUR

- Walk, don't run.
- Speak quietly so you don't disturb students who are reading or studying.
- Make sure you finish your food and drink outside.
- Be respectful and considerate of everyone in the Library, (Staff and Students).
- Treat the books and other material with care.
- Ask for help if you can't find what you want.
- Return books on time.