



ROMSEY PRIMARY SCHOOL LIBRARY & LIBRARY BORROWING POLICY

Rationale:

Romsey Primary School library resources support teaching and learning, in the context of curriculum requirements. Students, teachers and parents are able to access these resources.

Goals:

- To provide a comprehensive range of multimedia, reading and curriculum materials for staff, students and families in a stimulating and welcoming environment.
- To develop the skills to access and utilise information.
- To foster an appreciation of literature and the acquisition of knowledge.
- To encourage parents to make use of the library resources.
- To ensure efficient library practices and processes.

Guidelines:

- The library will provide a diverse range of materials for use at home, school and for Professional Learning.
- The library collection will continue to be extended and reviewed in line with changing curriculum requirements, the Strategic Plan and educational initiatives.
- The library collection will be evaluated regularly and updated as required.
- All materials will be processed, maintained and borrowed through the library system to ensure accurate recording of purchasing and library transactions.
- Structured library sessions will be provided for students.
- Library processes and protocols will be followed.

Library Borrowing Policy:

Romsey Primary School library is a valuable resource that provides materials in a variety of formats (print, electronic, audiovisual) to support student learning, teaching practice and parent resources.

Goal:

To ensure that materials borrowed are returned in a timely manner and in good condition to maximise usage.

Guidelines:

- Borrowing limits are set for each year level, staff and parents, with the discretion to vary according to individual needs.
- Overdue notices will be issued to all borrowers once unreturned items have exceeded the return date by two weeks.
- If an item is returned damaged or remains overdue after the issuing of two notices, the borrower will be issued with an invoice for the cost of replacing the item.
- If lost items have been paid for and are subsequently found, the payee will be reimbursed the amount paid.
- Staff members are required to return all teacher resources to the library at the end of each term with the exception of class dictionaries, atlases and thesauruses which will be returned at the end of each year.

Evaluation:

This policy will be reviewed as part of the school's three-year review.

Date Ratified by School Council: 30 July 2014

Review Date: July 2017