



LIBRARY – STUDENT AND PARENTS

OPENING HOURS

The College Library/Resource Centre (Block L) is open from 9:30am to 10:30am and 11:00am to 2:00pm, Monday to Friday.

BORROWING

All students and staff are given a barcode at the beginning of each year. These will be recorded at the front desk and will be accessed only by the library staff when any resources are borrowed or returned.

Students in Years 3 – 10 may borrow four (4) books at a time for a period of two (2) weeks.

Prep – Year 2 students may borrow one (1) or two (2) books at a time at the discretion of the librarian and teacher. Each primary class will have a return and borrowing session at an allocated time during the week according to their class timetable. Students can borrow during the second lunch break each day and/or during the set class borrowing time. **NO** primary student may borrow unless they have a library bag. It is assumed that Secondary students are responsible enough not to require this condition.

- Without exception Senior Fiction may only be borrowed by Years 6 -10 students.
- Parent borrowing is limited to Parent Resources section only.
- Students borrowing Instrumental Music books or class novels where there are multiple copies of the same book lent to students must return the book with the barcode that they were lent.

LIBRARY BAGS

All Primary students are required to have a library bag before they are able to borrow from our library. These bags are to be made from liquid-resistant material and are to be labelled with each child's name. **The preferred library bag is available from the College's Uniform Shop.**

Damaged books are not lent by library staff. Borrowers are responsible for replacing books that are returned damaged beyond repair or water damaged.

RETURNS/OVERDUES

All books must be returned by the due date and returned books are to be placed in the return chute at the circulation desk. Any borrower (student, staff or parent) with an overdue book may NOT borrow again until the item(s) are returned. Any item which cannot be found within a particular period of time must be paid for.

ACCESS

The Library is open during the second Lunch break (12:30-12:50pm) for students to enjoy. Along with the books and space to draw, write or work on assessment tasks there is large collection of board games to enjoy with a friend.

BEHAVIOUR

Expectations for behaviour in the library are as follows:-

- Walk – DON'T run,
- Quiet voices,
- Clean hands,
- Care in handling the books,
- Use shelf markers,
- Leave the library tidy,
- **No** students in the library unless there is an adult present.

LOCATING BOOKS AND INFORMATION

Computers are available in the library to access our catalogue. The catalogue is also available online at rlcb.cmeweb.libcode.com.au

Searches can be done using author, title, subject or keywords, but remember, the library staff are there to help.

ARRANGEMENT OF SHELVING

- **Non-Fiction** is arranged by the Dewey Classification System.
- **Easy Fiction, Fiction, and Senior Fiction** are arranged in alphabetical order according to the first three letters of the author's surname and are situated on shelves. Easy Fiction picture books are in book boxes. We also have 'series' book boxes.
- **Magazines and Journals** are situated in the magazine rack.

REMEMBER that books marked with R (reference books) cannot be removed or borrowed from the library.

PHOTOCOPYING

If students require something photocopied, the library staff may do this at a cost of 20 cents per sheet.