



LIBRARY – STUDENTS AND PARENTS

THE ROLE OF THE LIBRARY

A school library contributes to enhanced student learning by providing innovative programs and services which support teaching and learning in the school.

Activities which centre around teaching and learning are central to the school library's purpose. The provision and management of resources, the provision of social and recreational resources and the library environment support the school library's involvement in all aspects of the curriculum.

Teaching and learning

- Involvement in the total school program and innovative learning including cooperative planning, teaching and evaluation of information and digital literacies within the context of classroom programs and linked to curriculum outcomes
- Encouraging the development of discerning reading, viewing, listening skills
- Providing current and innovative technology and supporting its effective use across learning areas
- Assisting students and teachers to critically select, access and creatively use resources
- Provision and management of resources reflecting curriculum guidelines and government policies related to equity
- Involvement in selecting, acquiring and organising contemporary materials to support the curriculum
- Operating relevant and efficient library systems to make resources available
- Streamlining library systems by using support services provided by Libcode, QSLA and Schools Catalogue Information Service (SCIS)

Social and recreational development

- Providing and promoting social and recreational resources of all formats for teachers and student
- Promoting the enjoyment of reading, viewing and listening.

Environment and atmosphere

- Creating a teaching and learning environment that stimulates interest and enthusiasm for learning
- Creating a flexible teaching and learning environment that provides variety according to class, group or individual needs

OPENING HOURS

The College Resource Centre (Block L) is open Monday to Friday, generally from 9.30 – 2pm daily, for classes and the lunch break.

ACCESS

Students may access the resource centre before school to place books in the return chute. The library is then open from 12.30 – 1.30pm each day to accommodate for both primary and secondary campuses. Along with the books and space to draw, write or work on assessment tasks, there is large collection of games for students to enjoy. The Library Monitors and Staff regularly coordinate activities.

ASSESSMENT SUPPORT

- The Teacher Librarian is available for research and assessment support three days a week for all year levels. Students are encouraged to book in advance to allow time to prepare support materials.

BEHAVIOUR

Expectations for behaviour in the library are as follows: -

- Walk – DON'T run,
- Be considerate of all using the shared space,
- Clean hands,
- Care in handling the books,
- Use shelf markers,
- Leave the library tidy,
- **No** students in the library unless there is a staff member present.

STUDENT BORROWING

- All students and staff are assigned their own barcode for borrowing. These are recorded at the circulation desk and accessed only by the library staff when any resources are borrowed or returned.
- Prep – Year 3 students may borrow one (1) to three (3) books each week as per the guidelines and at the discretion of the librarian and classroom teacher.
Students in Years 4 – 12 may borrow four (4) books at a time for a period of two (2) weeks.
- Each primary class have a 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.
- Without exception, Senior Fiction may only be borrowed by Years 6 -12 students.
- Only students from Years 10 - 12 may borrow from the Senior Secondary Fiction section
- When students borrow multiple copy music books or class novels they must record the barcode in their student diaries. Students are responsible for returning the book with the barcode issued to their name.

LIBRARY BAGS

- **All** primary students are required to have a library bag before they can borrow from our library. It is assumed that secondary students are responsible enough not to require this condition.
- These bags are to be made from liquid-resistant material and must be labelled with each child's name. **The preferred library bag is available from the College's Uniform Shop.**

RETURNS/OVERDUES

- All books must be returned by the due date via 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 the set period of time must be paid for.

DAMAGED OR LOST BOOKS

- Damaged books are not lent by library staff. It is the responsibility of the students to check their resource before borrowing to ensure there is no damage. Students should never borrow a damaged resource and must report loose or ripped pages immediately.

- All items are checked on return and families are contacted if there is an issue with a resource. Families are responsible for the cost of replacing books that are lost, damaged beyond repair or water damaged. There are additional processing fees.

REPAIRS

- Please do not attempt to repair any resources as the library has the correct equipment.

PARENT BORROWING

- Parent borrowing is limited to the Parent Resources section only. Parents may request resources from the librarian to support their child through times of hardship, for example, death and grieving.

LOCATING BOOKS AND INFORMATION

CME Web, the resource catalogue, can be accessed through the library portal on the college webpage.

Searches can be done using author, title, subject or keywords.

The portal can be accessed from anywhere that has internet access. A computer is available in the library for student use at breaks and during class borrowing sessions.

The library staff are available for support.

ARRANGEMENT OF SHELVING

- **Easy Fiction** is arranged in book boxes by the first letter of the author's surname
 - **Fiction, Senior Fiction, and Secondary Senior Fiction** are arranged on the shelves in alphabetical order according to the first three letters of the author's surname
- **Non-Fiction** is arranged by the Dewey Decimal Classification System.
 - **Reference Books** can be found in the Non Fiction section but cannot be borrowed from the library. Students can access these books during breaks and class sessions.