Wentworth Falls Public School
Library Policy
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Aims and Objectives
- To provide an inviting library environment.
- To enhance teaching and student learning within the total program of the school.
- To develop favourable attitudes to reading by providing experiences to stimulate reading and develop in students a desire to read.
- To encourage students to read as widely as possible for both pleasure and information.
- To encourage lifelong learning
- To provide students with a working knowledge of the library and to encourage them to work independently.
- To extend and enliven student learning experiences and enriching their lives through the effective use of resources.
- To provide opportunities for students to develop information skills and use them competently and confidently.
- To assist students to become information decision-makers.
- To plan and implement the library budget.
- To manage the selection, acquisition, organisation, circulation, culling and maintenance of learning materials.
- To conduct a stock take as directed by the DET to determine missing resources, allow for future planning and meet audit requirements.
- To conduct ongoing collection evaluations.
- To train and supervise the clerical staff.
- To allocate and supervise library tasks to student monitors.
- To publicise the library through displays, events and activities.
- To work towards an ideal in which the school library is not just a service, but a resource centre from which the educational activities of both staff and students radiate – the heart of the school.

Library Services
Students need:
- Access to appropriate resources
- A stimulating environment which encourages social and cultural interaction and offers opportunities for the constructive use of leisure time.
- Guidance in the development of the information skills of defining, locating, selecting, organising, presenting and assessing from the NSW DET information skills model.
- To be encouraged to develop a love of reading by being introduced to a variety of quality literature.
- To share their literary experiences by talking about books and authors and reading aloud.

**Teachers Need:**
- Consultation in the location and selection of resources.
- To be provided with resources to meet the needs of the classroom learning programs.
- To be supplied with bulk loans for a class library.
- Teachers’ reference materials for professional development as well as make known to teachers new resources and materials that can be ordered or used, including internet websites.
- To be kept informed of new purchases.

**Community need:**
- Support in creating information literate students.
- To communicate with library staff and teachers and thus highly informed.
- Encouraging involvement for greater student learning outcomes.
- Access to school information, aims and focuses outside of school hours.

**Materials and Equipment**
- The school library collection contains print and non-print resources and materials available for use and borrowing. Students are restricted to print materials in the main collection.
- Teachers have access to audiovisual items, models, games, kits, computer software, posters, electronic devises and projector screens.
- These can be borrowed through the library either by accession number or registry.

**Loans**
- All students have a limit of resources for a period of 2 weeks.
Borrowing is as follows:
* Kinder – 1 book
* Stage 1 / 2 – 2 books
* Stage 3 – 3 books
- Staff have a limit of 100 accessioned items.

**Overdue Items**
- Students are frequently reminded during class lessons to return overdue books. Oral reminders are followed up by a written note to parents. At the end of each year all resources are to be returned to the library.

**Damaged and Lost Items**
- Any user who has had a series of 2 Overdue Notices from the library will have their borrowing rights withdrawn until the item is returned or a replacement cost is paid. Any items that have been lost or deemed “damaged beyond repair” will incur a replacement cost based on the original purchase cost that is accessible through the catalogue.

**Library Internet and Computer Use**
- Computer access provides:
- Integration of information skills and technology scope and sequence.
- Opportunity to obtain additional information sources outside the boundaries of the library walls for staff and students.
- Professional development opportunities for staff.
- Information and IT skill development for students.
- Access by students and teachers to new technology.
- Opportunities for students to develop critical thinking.
Internet access is available during timetabled class time and lunchtimes in accordance with the school’s Computer Policy, Internet Access Policy and Student Welfare Policy. The internet computers are to support curriculum based activities. All library internet-access computers are to require a login password and homepage to be the online.