

ASHBURY PUBLIC SCHOOL

Library Policy

Rationale

Reading is a foundational skill for all students.

The school library

- is essential in developing a culture that promotes wider reading, motivated readers and learners for life.
- provides a place for collaborative learning, creativity, and for developing independent research and information literacy skills
- provides a wide and inclusive range of resources to support learning and teaching throughout the school
- is managed by trained staff, and functions as an integral part of whole school management

Ashbury Public School Library is currently funded to operate for 4 days each week (Mon-Thurs) with a qualified teacher librarian. The school provides a school administration officer for 1 day a week for clerical support.

The library supports the teaching and learning needs of students and staff, and manages all resources in the library's collection located throughout the school.

The library provides teachers with resources to teach the curriculum and students with resources for individual learning and recreational reading.

Policy Objective Statement

This policy guides the implementation of strategies to develop programs and services which support teaching and learning in the school, outlines the scope of the collection and supports strategies to limit barriers to access the library and its resources.

Implementation

The school library provides a wide range of learning resources and learning opportunities in order to foster the academic, psychological, social and cultural development and growth of students. It enables students to access relevant resources when required.

It should have a positive welcoming ambience.

The library helps to develop a love of reading and contributes to development of literacy and life-long learning through programs and activities supporting recreational reading and building information skills, digital literacy, critical creative and complex thinking. The library is committed to being a teaching library.

A range of physical spaces, hardware and other resources provide opportunity for a range of teaching and learning activities.

Access to the School Library

Grade	Library access ¹
All classes in all grades	45 mins per week with a teacher librarian (averaged over the year)
All children	Lunch times Mon - Thursday

Roles and responsibilities

The principals' role is to:

- manage the library collection, this responsibility is delegated to the teacher librarian
- work with the teacher librarian to ensure the school library provides a sound educational program with appropriate access and support for all students
- approve the Library budget

The teacher librarians' role is to:

- provide explicit instruction to enable students to access and borrow from the library resources, including accessing digital resources and information and promoting and highlighting the collection
- lead staff in the selection, integration, organisation, and sharing of physical and digital tools and resources to support transformational teaching and learning.
- manage the library budget
- manage the library's collection of resources and ensure items meet the objectives of the library policy

¹ Note: This is at the discretion of the Principal

- seek input from students, teachers and parents to assist selection of resources and provide feedback to teachers, parents and students about borrowing and learning experiences through school reports

The teachers' role is to:

- collaborate with the teacher librarian to ensure resources meet curriculum needs
- respect other users by caring for resources and returning them on time
- collaborate with the teacher librarian to ensure that students' learning needs and interests are encouraged

The students' role is to:

- Borrow resources, read and engage with the library environment and share experiences with other users
- Respect other users by caring for resources and returning them on time

Managing the Library Collection and environment

Softlink Oliver is the automated library management system in schools.

All NSW DoE schools are part of a state-wide subscription to Schools Cataloguing Information Service (SCIS) through Educational Services Australia (ESA).

Decisions about the management of the library are guided by the *Finance in Schools Handbook*. This mandates operational procedures for acquisition, management of resources and reporting guidelines.

The Library must be physically accessible to all students.

Resource selection criteria

Selection of resources must meet the following criteria

Resources:

- support teaching and learning for the syllabus
- provide materials to enable individual learning and recreational reading
- are engaging and of an appropriate interest level for diverse K-6 age groups
- have an attractive format and are durable
- have currency and do not include outdated information
- provide perspectives that may provide different viewpoints of sensitive or controversial issues
- provide authoritative and reliable information
- represent diverse views, are free of stereotype or bias and represent a broad cross section of roles for both genders and ages
- reflect the cultural diversity of the Australian community and are accurate in presentation of Aboriginal and Torres Strait Islander issues

- offer different or challenging viewpoints that foster critical thinking and response
- provide strong visual elements to complement text and extend understanding
- are responsive to student and parent requests and usage statistics. Extra copies of some popular titles are acquired to cater for heavy demand. This requirement is at the discretion of the Teacher Librarian.

Additional criteria for selection of digital formats

- contain content that is accessible for users at Ashbury PS
- come from a reliable source and authorship can be verified
- are supported and updated by the provider
- are easy to use or navigate – layout is clear, pages load quickly

Donations / Gifts

Gifts and donations will be accepted by the library if they meet the library's selection criteria. The library reserves the right to dispose of donations if they are not considered suitable for inclusion in the collection.

Collection Weeding

The collection requires continual updating and culling to remain a quality resource for the learning community of the school. Updating and culling includes

- acquisition of resources that meet selection criteria. (Funds must be available before a purchase is made)
- regular weeding and disposal of materials
- reviewing and updating the physical environment to support the learning and recreational needs of teachers and students

Policy Monitoring, Evaluation and Review

The teacher librarian will seek feedback based on informal and formal surveys of users (students and staff) to analyse areas of strength and weakness of library services and the collection. This will include data about services, the physical environment, books and digital resources and include any relevant stocktaking information collected for that period.

The teacher librarian will use this data to provide a report to the School Council, and parents each year including a financial report for the Library Fund as described in the *Finance in Schools Handbook*

The School Council will review this policy in 2019 and then every 3 years.

Challenges to material

Any person in the school community can formally challenge an item in the school collection by completing a Request for Reconsideration of a School Resource (Appendix 1a)

The reassessment committee consists of the Principal, the teacher librarian and one Executive teacher. The procedures to be followed are attached (Appendix 1b)

Funding and budgets

Funding for the resource collection comes from two key sources – the Ashbury Public School Library Fund which is used to maintain the collection for individual student and teacher borrowing, and global budgeting amounts allocated to subject areas and administration.

Ashbury Public School Library Fund is a tax deductible fund established to provide a source of income to cover library purchases. Access to these funds is in accordance with the *Finance in Schools Handbook*.

Treatment of Suppliers

Preference is given to suppliers that allow for previewing, are recognised school library suppliers and offer quality and value for money

Links to other libraries, resources, related guidelines and policies:

- Library Policy – Schools (NSW DET, 2016) and the Handbook for school libraries (NSW DET, 2015)
- Australian School Library Association (ASLA) The Australian School Library Bill of Rights (ASLA 2000)
- The Australian Library and Information Association (ALIA). and the Statement on free access to information (ALIA 2001)
- Ashbury Public School maintains links with the Inner West and Canterbury Bankstown community libraries
- Interschool loans are arranged on request from other NSW public schools