

LIBRARY POLICY



Good Shepherd
Lutheran School
ANGASTON

- ❖ Students are not to be in the library without teacher/librarian supervision.
- ❖ Quiet voices are to be used all the time – consider others!
- ❖ Reference books may be taken to the classroom, with permission from the librarian, and returned by the end of that lesson/day.

<u>Borrowing of books:</u>	Reception to Year 3	2 books per week.
		Or 1 video & 1 book/week
	Years 4 to 7	4 books per fortnight.

Books for project work are extra, to be discussed with Librarian.

- ❖ All books are to be returned by the due date. If books are not finished they may be re-borrowed. Overdue Notices are sent home when books are not returned on time (after speaking to the student). A fee is payable for lost books or a book of similar standard can be donated to the school library.
- ❖ All students are expected to have a cloth library bag or their maroon book bag.
No bag, no borrowing!
- ❖ Bookmarks are to be used – no marking or folding pages over.
- ❖ Hands are to be clean when handling books.
- ❖ All books taken from the shelf (except Reference Books) are to be put in the Return Box or return trolley, unless browsing cards have been used.

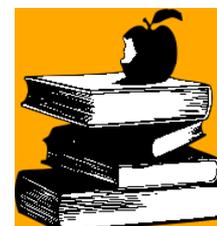


Students & teachers are to check that cushions and chairs have been put away neatly.

Bulk loans for topic research/author studies, etc. are to be arranged with the Librarian with due notice given.

- ❖ Borrowing of books by parents for pre-school children and themselves is encouraged.

If books are accidentally damaged in any way, please return them to the library IMMEDIATELY. With prompt attention they can often be repaired to good order. Please DO NOT try to repair books at home as the materials used are specialised products



THE AIMS OF THE LIBRARY ARE:

1. To provide resource materials in a variety of forms, both printed and audiovisual to support and complement the school curriculum and to cater for recreational and developmental needs and interests of the students and the professional interests of the staff.
2. To organise the resources and provide assistance to students and staff in a pleasant, welcoming atmosphere.
3. To provide a wide range of children's literature at appropriate levels and of the best quality consistent with the interests and abilities of the students.
4. To promote and encourage the reading of literature by students, both for their own enrichment and enjoyment and as part of their course of study.
5. To teach the students how the library resources are organised and how to use them in order to become independent library users of both school and community libraries.



Library is a literature resource centre providing a focus for the integrated Language and General Studies program. All classes visit the library for sessions each week and individuals or groups are welcome at other times by arrangement. The Literature program develops an enthusiastic attitude towards reading, the ability to handle both oral and written language competently and creatively and an appreciation of different types of books and the work of authors. It also helps students to develop a greater knowledge of themselves and their world while extending their imagination.

During weekly classes, reading is promoted and encouraged by the class teacher and librarian working in co-operation. Book introductions, reading aloud and videos are used to bring the students and books together. There is time for browsing, discussion and reading as well as individual assistance with borrowing when required.

Some library periods are spent teaching students about the layout and functions of the library and the location and use of resources.

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