



# Doonside Public School

## School Library Policy

### 2016

#### Library Vision

*“For the joy of reading, the love of learning and the quest for knowledge.”*

#### Library Mission

*Doonside Public School library provides a well-resourced, welcoming environment, which fosters the development of information skills and promotes a love of literature empowering students to become lifelong learners. It supports teacher’s professional and curriculum needs by developing and maintaining relevant resources.*

#### **Policy Statement:**

The library is the resource centre for students and teachers at Doonside Public School. It delivers a library service to the whole school, Pre-school and K-6, in accordance with the NSW School Education guidelines and policies. The library program enhances the student’s learning within the total program of the school.

It is recognised that this library services students with widely diverse interests backgrounds, cultural heritage, social values and needs.

#### **Goals:**

- Provide an atmosphere in which students can enjoy learning and develop life long skills.
- Support and enhance educational goals from the school curriculum by providing resources that will inform students and enrich the classroom activities and learning experiences.
- Provide a wide variety of formats to support, enrich and enhance the curriculum, considering the varied learning styles, needs and maturity level of students.
- Supply staff with a wide range of resources that are relevant, accurate and reliable to support instructional programs and encourage professional growth.
- Develop a love and appreciation of literature by presenting the best of children’s literature and experiences to stimulate recreational reading and personal growth.
- Provide students with information skills they can use confidently to promote independent learning
- Involve staff in the selection, acquisition and organization of material to support the school curriculum.
- Co-operative and collaborative program planning, implementation and evaluation with teachers
- Provide relevant digital resources to assist in the development of ICT skills

## **Library Staff:**

The school library is staffed by a qualified Teacher/Librarian each day of the week, at timetabled sessions.

Times: The library is open to students for use from 8.30am to 3.30pm on these days.

It is also open to student at lunchtime on these days for work or recreation. Staff can access the resource collection at all times during the week.

## **Teacher – Librarian Role:** (Refer Appendix 1 and 11)

The teacher/librarian is a qualified teacher with additional library training and qualifications, whose role includes:

- a. Teaching and Learning
- b. Management and Services
- c. Literature Promotion
- d. Curriculum Support
- e. Leadership

## **Collection Development Policy**

### **Responsibility for selection**

- All school staff members will have the opportunity to be involved with selection of resource material for the library. KLA committees meet regularly.
- Requests, suggestions, individual recommendations and reactions will be considered.
- Acting on authority delegated by the principal, the Teacher Librarian has the responsibility for the professional co-ordination of the collection. The Teacher/Librarian has knowledge of the existing resources, overall curriculum and publishers so will acquire and process resources once the Selection Criteria has been met.
- When selecting resource material the librarian will consult reputable, professional aids to selection and other appropriate sources. The actual resource will be viewed if possible.
- Reviews of proposed resources will be sought in the literature of reputable professional organizations and other reviewing sources recognised for objectivity and experience.
- Gifts and Donations are tangible items donated to the library with no expectation of payment. Doonside Public School welcomes gifts and donations and shall consider its addition to the collection by following the selection criteria. It remains the property of the school.

### **The Aim is to provide a balanced collection, which will:**

- Support the school's priority areas of literacy and numeracy
- Reflect the local community, NSW and Australian heritage
- Be relevant to all ages and present a range of views
- Directly Support the curriculum needs of the Pre School, School and Staff
- Embrace inclusively
- Reflect the recreational needs of the students
- Include a wide range of formats – books, videos, DVDs, CD-ROMs, audio tapes/CDs, computer programs, internet sites, charts, magazines, games, models

- The school web site will form an integral section of the school collection. Pages containing links to pre-selected sites are created to support curriculum delivery. These will be available for students/teachers to access from home.

## **Selection Criteria**

### **General Selection Criteria**

This will apply to all Resources regardless of content or form

- Select resources that foster growth in factual knowledge, literacy, aesthetic and cultural appreciation, moral and ethical values
- Resources of appropriate levels for resource-based and student-centred learning which meet the reading needs of the students
- Resources for new curriculum and interest areas
- Select according to the principles of intellectual freedom and provide diverse points of view
- Consider student needs taking into account race, ethnic group, culture, gender, physical and intellectual capacity.

In conjunction all resources regardless of format must demonstrate:

#### **Authority:**

- Qualified and/or experienced author
- Reputable source of information
- Recognised publisher
- Accurate information

#### **Physical Format and Technical Quality:**

- Quality materials
- Sturdy construction
- Attractive presentation and clear reproduction
- Software must be compatible with current hardware and network

#### **Arrangement of Material:**

- Content is easily accessible and readable
- Instructions and support materials are adequate, clear, comprehensive, accurate and effective

#### **Appropriateness:**

- Content, language, symbols and concepts are at a suitable level for users
- Is relevant to current or future curriculum

#### **Currency:**

- Information presented is up-to date

#### **Cost:**

- Value for money
- May be used across various curriculum areas and levels

#### **Availability:**

- Currently and readily available to schools

#### **Format:**

- The most suitable medium to present the subject matter

- This includes paperback, hard cover, big book, newspapers, magazines, audio cassettes and CDs, videos, DVDs, kits, charts, posters, photos, models, computer software, CD-ROM and online resources.  
*Controversial Material:*
- Consider any controversial content and/or issues

**Specific criteria** will apply to the following formats and should be read in conjunction with the above General Criteria when selecting material. This Collection Policy uses the Specific Selection Criteria supplied by CMIS School Library Support for each section.

The link used is : <http://www.det.wa.edu.au/eductaion/cmisis/eval/library/section/se123.htm>

- **Non fiction Print Resources:** including information books, encyclopaedias, almanacs, dictionaries, thesauruses, atlases, pamphlets, and journals - Page1
- **Fiction Print Resources :** Includes picture books, beginning readers, early chapter books and novels – Page 2
- **Electronic Resources:** Includes computer software, CD-ROMs, DVD, Internet sites, online subscription sites, school developed electronic materials. – Page 4
- **Graphic Resources:** Includes charts, posters, pictures, games, maps, models,etc – Page 6
- **Audio visual Resources:** includes audio cassettes,CDs, videos and DVDs – Page 7

### **Acquisition of Resources:**

The Teacher Librarian is responsible for the acquisition of material once the selection process is complete. Items need to be identified correctly, located and appropriate bibliographic tools used to verify details. It is the role of the Teacher Librarian to investigate suppliers and potential suppliers. All orders must be presented to the Administrative Officer for approval and payment.

### Criteria for Evaluation Suppliers:

- Price – prices must be competitive
- Customer Service – Reliable, friendly, easy to deal with
- Speed of delivery
- Range of supply – current, appropriate
- Finance- invoicing, payment, returns
- Specialist services – new material, previews

License agreements must be negotiated and discussed and approved for by the Principal

The Procedures Document sets out the steps for ordering, accessioning and processing new material.

### **Policy for Weeding or Withdrawal of Library Material**

All areas of the library will be subject to frequent review and assessment. Each resource needs to be considered individually and in relation to other material in the collection.

### **Principles:**

1. Resources are candidates for weeding if they:
  - Have inaccurate information
  - Worn or damaged beyond repairing
  - Superseded by a new edition or much better resource on the subject
  - Of no discernable literary or scientific value

- No longer used
  - Irrelevant to the needs of this school
2. Duplicate titles no longer in demand will be withdrawn ( except guided readers )
  3. The Selection Criteria Policy will be consulted prior to withdrawal
  4. Weeding will be an ongoing process carried out by the teacher /librarian

### **Criteria for Weeding**

#### *1. Physical Condition*

Discard when:

- Items are soiled, torn or badly worn, especially missing pages
- Brittle or dirty paper
- Have a short life and have become worn and untidy eg paperbacks
- Are damaged or have missing parts
- Items in high demand may be considered for repair or buy a second copy

#### *2. Content and Form*

Consideration for removal of resources which are:

- More than 10 years old – dated or obsolete
- Are out of date in either information or pictorial format
- Present inaccurate, biased or misleading information
- Present stereotypes of race, culture or sex role
- Irrelevant to the curriculum needs and current teaching and learning methods.
- Inappropriate or irrelevant to the needs and interests of the users

#### *3. Patterns of Use*

Discard Items in areas of declining use

- Subjects once popular and interest has now waned
- Materials acquired to meet specific needs which no longer exist
- Items that have no recent use

Note that the automated library system can provide data for use patterns, which can be used to inform decisions. Be aware of material that is widely used in the library but may not have been borrowed.

### **Weeding of Digital Resources**

- Digital resources must be maintained and web links checked and kept current
- Use the selection policy for digital resources and apply the reverse for deselection of sites.
- Contacts and licensing agreements must be adhered to when weeding digital resources
- Resources need to be removed once subscriptions have expired

### **Special considerations when weeding:**

- Carefully examine old information about sects and religions

- discard outdated law and government resources
- Be especially careful to remove outdated or inappropriate Aboriginal resources. Consult the AEA for advice and be compliant with Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services.
- Old resources on technology and medicine need to be examined carefully
- Retain any historical works that pertain to the school or community
- Fiction classics and award winners should not be discarded
- Check compatibility of audio visual resources with current equipment or obsolete equipment that no longer supports resources

### **Preservation of Specific Material**

Some items may be preserved or archived and kept

- Historically significant resources will be preserved
- Photographs and items of local historic interest
- Historically significant school memorabilia/artifacts
- Some items can be reformatted in digital form eg video footage
- Items to be archived are to be boxed, clearly labeled and stored.

### **Disposal of Culled materials**

- Notify staff of removal of items as they may have a vested interest or wish to challenge the choices
- Resources removed from the collection should be disposed of according to an approved process.
- It must be physically removed and deleted from the automated system.
- The item must be clearly marked as having been removed or cancelled from the collection.
- Material found to be offensive, outdated or in poor condition is permanently disposed of.  
If an item is not suitable for Doonside library then it is unlikely to be suitable for anyone else. Therefore such items will be destroyed unless it is an item damaged by a student who has paid for its replacement. In that circumstance the student will be offered the old item.
- Computer hardware and equipment will be disposed of following departmental procedures.
- Material withdrawn because of declining use may be useful in other situations. These resources will be converted to Classroom Readers, offered to students on a given Book Day or given to overseas school charities supported by the Doonside SRC.
- The Teacher/Librarian will have final decision about disposal of items

### **Policy on Challenged Materials**

#### **Definition:**

In accordance with the Doonside Public School Mission Statement and the Australian School Libraries Bill of Rights, we have a responsibility to provide access to resources and opportunities that reflect a wide variety of perspectives. Items are selected using set guidelines and criteria.

Clients of the library may be exposed to materials which present information, ideas, or attitudes which some members of the school community may consider controversial, inappropriate or offensive.

Doonside Public School does not abridge, censor or edit any item as this contravenes the Copyright Act.

Objections to resources is part of the democratic process and will be treated appropriately.

A formal Procedure will be documented, the Challenge will be submitted in writing and a review committee set up to handle the issue.

### **The following Procedure will apply**

1. Acknowledge the concern and refer the complainant to the Teacher Librarian
2. The Teacher Librarian will initiate proceedings by
  - Recording the name of the complainant, contact details in the Complaint Folder
  - Record the title of the challenged resource and the nature of the concern
  - The complainant will be requested to file a written complaint using a Request for Consideration of Resource Form. located in the Library Complaint Folder. It must be signed, dated and returned to the school for further action.
3. A Review committee will be established . This will be appointed by the Principal and will consist of the TL, one member of the Executive and a community member ( parent)
4. Upon receipt of the completed form the Principal will request the review committee meets within 2 weeks. The complainant may be invited to this meeting.
5. The Review committee will :
  - View the material in its entirety
  - Selection procedure will be outlined
  - Determine the extent the material supports the educational program
  - Make a recommendation to the Principal
  - Challenged material will be retained, withdrawn or restricted as indicated by the Principal's decision
  - Written notification will be given to the complainant within 4 weeks of the objection being lodged
6. If the complainant is dissatisfied with the result they retain the right to refer the matter to the Department for further consideration. This would be done in consultation with the Principal.
7. In the case of an item having a number of complaints against it . Each one will be considered independently.
8. Doonside Public School has Departmental Internet safeguards to prevent students accessing materials that are inappropriate, offensive or irrelevant. See separate Internet Policy.

### **Evaluation of the Collection**

The collection must continue to meet the needs of the users.

A stocktake is done annually by the Teacher Librarian This allows for formal evaluation of the resources, track purchases, measure the collection and usage, physically examine each resource.

The stocktake is a legal requirement that ensures accountability

Data Reports from OASIS are reviewed regularly.

The original Library Policy was written 30/6/07

Reviewed 30/6/08, 30/6/09

This policy will be reviewed at regular intervals. Next Review Date: 30/6/2016

**Acknowledgement is given to the writers of several policies that have assisted in the writing of this document.**

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## **Appendix 1**

### **Role of the Teacher Librarian:**

The teacher/librarian is a qualified teacher with additional library training and qualifications. The role of the teacher/librarian includes the following areas.

- a. Teaching and Learning: Share with the classroom teachers the responsibility for development of information skills using a full range of resources and technologies.
- b. Management and Services: Maintain and develop the resource collection within an allocated budget. Ensure the administrative and technical tasks associated with the library are performed correctly and efficiently.
- c. Literature Promotion: To share with the teachers the responsibility for providing a literature rich environment and literature based experiences to develop reading skills and foster a love of reading.
- d. Curriculum Support: Keep informed of curriculum changes and implementation. Work collaboratively with teachers to develop work using integrated activities and resource based strategies.
- e. Leadership: Be and active member of the teaching team. Sustain a high level of professional knowledge and participate in and contribute to school committee.