




















# Georges Hall Public School Library Policy



**Lyn Hollis 1993**  
**Revised and updated 2006**






## 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 life-long 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 stocktake 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
-  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 devices and projector screens. These can be borrowed through the library either by accession number or registry.

## **Loans**

All students have a limit of one fiction book for a period of 2 weeks. Primary students in addition also have one non-fiction book for the same period. Staff have a limit of 30 accessioned items and are encouraged to fill out a “request form” (see appendix) for assistance.

## **Overdue Items**

Students are frequently reminded during class lessons to return overdue books. Oral reminders are followed up by a written note to parents (see appendix). At the end of each term 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. A letter titled “Damaged Book Notice” will be issued requesting payment for the item. (See Appendix)

## **The Photocopier**

Staff only may use the photocopier. Up to 5 copies may be obtained. Students may obtain a single copy for school use with permission from their class teacher.

## **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 classtime 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 GHPS library webpage.

## Appendix

# Library Resource Request

Class:

Quantity:

Subject or particular resources (author and/or title)

A large empty rectangular box with a black border, intended for the user to write the subject or particular resources requested.

Tick type/s:

- Fiction
- Non-Fiction
- Teacher Resource/Kit
- Posters
- Audio/Visual



Many thanks! I'll see to it ASAP.

Sarah.



# GEORGES HALL PUBLIC SCHOOL

## “PLAY YOUR PART”

Iris Rittau  
Principal  
Pennington Avenue  
Georges Hall NSW 2198

ABN: 57 495 973 746

Phone: 9707 1988  
Fax: 9796 7861  
email:georghal-p.school@det.nsw.edu.au

### Overdue Library Books

#### Overdue Library Books

Dear \_\_\_\_\_,

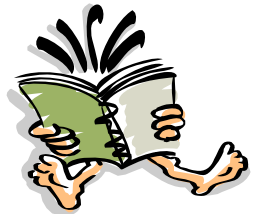
Our records show that your son/daughter \_\_\_\_\_ from class \_\_\_\_\_ has the following book/s:

1. \_\_\_\_\_ cost: \_\_\_\_\_
2. \_\_\_\_\_ cost: \_\_\_\_\_

Could you please return the item/s or pay for the replacement costs.

Thanking you,

S Partington  
Teacher-librarian





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### LIBRARY BOOK REPLACEMENT

Dear Mr/Mrs \_\_\_\_\_,

As you know, borrowing books from the library is part of the school's program to encourage reading.

Unfortunately the book titled \_\_\_\_\_ which \_\_\_\_\_ borrowed has been damaged beyond repair.

So that all our children have good quality books to read in good condition we are asking that you please pay the replacement cost of the book, which is \$\_\_\_\_\_.

We are sorry that this has occurred but hope that you appreciate the need to have books available for our children to read.

Thanking you,

Sarah Partington  
Teacher-Librarian

Iris Rittau  
Principal