

Tarcutta Public School

Library Policy

Rationale: To ensure the school library provides the best possible support for student learning by;

- increasing the opportunities for all students to develop a love of reading for pleasure through interacting with quality literature
- providing access to current information through a variety of formats in order to meet the information needs of the students
- providing a stimulating, vibrant and caring learning environment
- facilitating the learning of information literacy skills
- fostering responsible use of information
- developing lifelong learners

Aims:

- The school library will provide an integrated support service to assist teachers and students in providing enriched learning experiences.
- The development of research and information skills, which are fundamentally important to students.
- The use of technology by students to assist in the development of information and research skills.

Implementation:

- The library should be readily accessible to teachers and students to assist in learning.
- Regular control of the library stock is undertaken utilising the OASIS system.
- Ongoing training and development of staff in the use of the library and library OASIS should be undertaken.
- Resources are regularly updated to meet identified student needs.

Evaluation:

- Records of stock are effectively maintained
- Resources periodically reviewed, updated and accounted for.
- Resources effectively support the learning needs of students.

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Appendix A: General resource selection criteria

Relevance

Does the resource suit the needs of the learner/staff/curriculum?

Does the resource offer a fair and unbiased presentation of information?

Accuracy

Does the resource provide up to date and accurate information?

No purchase of resources with the publisher's date of more than ten years if there are other suitable materials available.

Authority

Is the author/editors/publishers recognised as having specialised knowledge?

Accessibility

Is the publication available in eformat or soft copy? Would that suit better?

Is the resource currently available?

Is the content clear, understandable and effective?

Is the item compatible with existing resources?

Does it require any supplementary materials?

Are the instructions and support materials easy to understand, useful and comprehensive?

Does the resource/site have ongoing maintenance?

Appropriateness

Is the content, language, symbols of the resource at an appropriate level for the users?

Does it cover a broad or specific area within the topic?

How are cultures, religions, ethnic diversity, gender and disabilities presented in text and image?

Format and Presentation

Is the publication available in eformat or soft copy? Would that suit better?

Is the resource attractive and appealing?

Is the resource sturdy and made from quality materials?

Does the resource have special features to assist use?

Is the resource in the most appropriate format for its expected use?

Decisions regarding paperback or hardback resources will be considered against potential use and cost.

Price

Does the resource represent value for money?

How does the price compare with other similar resources in the area?

How long will the content be relevant?

Does the resource have the potential to be used across stages?

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Appendix B; De-selection of resources (weeding)

The process of deselecting is as important as selection for keeping the collection attractive, user-friendly, relevant, accurate, reliable and up to date. As materials become worn, dated, damaged or lost they are removed from the collection.

Criteria for withdrawal of items

- Materials with poor content (*outdated incorrect, inaccurate and irrelevant information. Condescending, stereotyped, patronizing or biased attitudes, values or views*)
- Unpopular, unused, unavailable or not required (*materials that no longer fit the curriculum, inappropriate reading and or interest level for students, materials not borrowed in last three years, duplicate copies, internet sites that no longer exist or assessable, software or other materials no longer usable or obsolete*)
- Poor physical appearance (*has lost appeal due to worn , dirty ragged appearance, lost or “edited” pages, poor production in print/pictures*)

For the removal of digital resources from the collection, contracts and licensing agreements will be followed.

Materials in a poor state of repair, but popular/required by students or teachers will be replaced if the item matches the selection criteria.

Withdrawn materials will be disposed of by removal from the catalogue, writing “withdrawn” near the accession number and dating, and crossing out of the shelf label and bar code stickers. Then the resource will be removed through either waste removal, (poor condition), donations to charity or school book sale.