

LIBRARY SKILLS DEVELOPMENT

1. Rationale

Finlayson Park School Library supports our students in developing key competencies across all learning areas of the New Zealand Curriculum. To achieve this goal, it purchases, provides access to, and curates, a wide range of high quality, up-to-date resources – digital, audio-visual and print. The library also strives to meet the reading needs and interests of students who range in age, ability and cultural background.

2. Purposes

We select resources to:

- support and enrich the educational programmes of the school
- support inquiry learning and the development of 21st century multi-literacies
- provide access to a wide variety of information sources via print publications and online resources
- inspire a reading culture throughout all levels of our school
- provide information on opposing sides of controversial issues and different points of view
- promote the school's goals on equity, gender, biculturalism and multi-culturalism
- foster an awareness and knowledge of the cultural and heritage of New Zealand and of other countries

3. Guidelines

3.1 Responsibility for selection

The Teacher in charge of the library together with the librarian has overall responsibility for selecting and buying resources. They actively consult classroom teachers, and seek input from students. Resources are selected according to identified needs and gaps in the library.

3.2 Processing, mending and Culling policy

- Processing (cataloging and covering) extends the life of resources and will be completed before we make new items available for use.
- Mending is costly in terms of time and extensive mending will only be undertaken if replacement of the item is not possible and it meets current selection criteria.
- Culling is an ongoing process of removing items from the shelves that **no longer meet the selection criteria, support student needs, are appealing and in good physical condition and are being used by the staff and students.**
- The benefits of culling are that the library collection is relevant and up to date, it is attractive and inviting and students and teachers are able to find what they need.
- The Librarian culls the collection in consultation with teacher in charge .

4. Borrowing procedures in our Library

Borrowing guidelines – who can borrow, how many items and for how long?

- **Staff**
 - unlimited number of items for 4 weeks.
 - should other teachers require items for a school wide topic then teachers are asked to return items not being used / be fair in the length of time taking books
- **Junior Students**
 - Junior students are in Years 1-6 and may borrow 2 items for two weeks.
 - students who consistently return books on time and would like to borrow more, may borrow up to 3 books.
 - students who have books overdue will not be allowed to borrow books until the overdue books have been returned.
- **Senior students**
 - Senior students are from years 7 and 8
 - may borrow up to 3 items from the senior fiction area. The same rules apply to senior students in terms of overdue books.

Overdue and lost books

- Books may be renewed if they have not been reserved by another student.
- Overdue slips are sent home approximately twice per term and these detail all items that are overdue.
- When a book has been overdue for over 4 weeks, a letter will be sent home to parents asking for their assistance in finding the book. We also search the library shelves and students are asked to search the classroom.
- When a book has been overdue for 6 weeks, a quote for the replacement cost of the book will be sent to the parent. The book will be written off and replaced if applicable.

5. Financial Support

A budget proposal is submitted by the Library Team to the Board of Trustees in October of each year. It contains spending priorities. The Teacher in charge of the library and Librarian are required to monitor and maintain spending within the allocated budget.

6. Environment

Adequate furniture and equipment will be provided to enable the library to function effectively

- to provide easy access to material in the library
- to provide adequate seating and tables to enable students to study
- research in the library
- to create an attractive setting welcoming to students and staff