



# Rupanyup Primary School

## Library Policy

### **RATIONALE**

The Rupanyup Primary School Library exists as a resource for teachers and students. Library is best viewed as a function rather than a place. Although the Library is the centre of the program, many library functions can be carried out in other places. The aim of the Library is to provide library and resource services to the students and the teaching staff. The general aim of the Rupanyup Primary School Library is to support the educational aims and objectives of the school through the provision of relevant materials, teaching programs, books and services.

### **AIMS AND OBJECTIVES**

The Rupanyup Primary School Library aims to:

- provide teachers with materials and information for use within their classrooms;
- develop an interest in books and reading and to provide reading guidance;
- create a happy learning environment which is open to students and staff;
- provide instruction and practice in reference and research methods,
- provide instruction in library orientation and use,
- provide recreational materials for use within and outside the school;
- cater for educational, cultural and recreational needs of the students;
- develop student independence and responsibility for their own education and recreation;
- support the staff in related activities.

### **CIRCULATION POLICY**

#### **Borrowing:**

- Students in years 3-6 may borrow a maximum of four books to take home for a two week loan period.
- Students in Prep - 2 may borrow a maximum of two books to take home for a two week loan period.
- All students' borrowing cards are kept in box in the library
- When a student borrows an item, their card and the books will be scanned.
- The students will borrow with their class teacher at their allotted Library time.
- Students will be encouraged to borrow regularly, bringing their Library bags each week on the allotted day.
- Students will be encouraged to borrow a variety of resources, appropriate to their abilities and needs.

#### **Returns:**

- Students will return their books by the due date and place in the returns slot in the library. If they have not finished reading the book they may extend their loan time during library time. Students can return books on any school day.

## **Overdue / Lost Books**

Books that are held by a student for more than two weeks without being renewed are recorded as overdue. Students who have an overdue book will be unable to borrow further items from the Library until that book is returned. If the book is lost it is the student's responsibility to organise a phone call or a note from their carer to the school explaining that the book is lost. The school will then issue a bill with the cost of replacement of the book. Student borrowing privileges will be restricted until payment is made with no books being allowed to be taken home until payment is made. Damaged Books If a student returns a book that is damaged and unable to be repaired a bill for the cost of replacement of the item will be issued.

## **LIBRARY BEHAVIOUR**

- Walk, don't run.
- Speak quietly so you don't disturb students who are reading or studying.
- Make sure you finish your food and drink outside.
- Be respectful and considerate of everyone in the Library, (Staff and Students).
- Treat the books and other material with care.
- Ask for help if you can't find what you want.
- Return books on time.

## **Evaluation**

This policy will be reviewed as part of the school review cycle.

Ratified by School Council

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal

Signed \_\_\_\_\_ Date \_\_\_\_\_