School Library Aims

St Joseph’s Alstonville library aims to provide a vibrant environment for teaching and learning within the school. It aims to meet the current information needs of staff and students while facilitating the acquisition of the information skills that form the basis of lifelong learning. Educational resources will reflect values grounded upon Christian beliefs, qualities of respect for self and others and self-motivation. The library aims to foster positive collaboration and commitment and to encourage each student to develop his, or her maximum potential.

School Library Responsibilities

The responsibilities of St Joseph's School Library are:

- To provide a welcoming place within the school where books are seen as important, informative and useful.
- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils.
- To provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards.
- To provide a background of information that will enable pupils to make judgements in their daily life.
- To provide material on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our heritage.
- To place principle above personal opinion, and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the users of the library.

(Learning for the future, ASLA/ALIA. 2005)
School Library Outcomes

The desired outcomes of the St Joseph’s School Library are that:

- All students will develop a knowledge and love of a variety of literature genres.
- The Library will offer classroom teachers support through resources and collaborative programs.
- The Library will provide ready access to resources through a well-maintained automation system.
- The Library will provide a stimulating environment through displays of resources and student’s work.
- The Library will provide access to up to date resources in a variety of formats that meet the student’s academic, social and creative needs.
- The Library will provide teaching staff with a variety of resources to support classroom programs.
- The Library will place an emphasis upon the values and worth of functional literacy as well as critical and information literacy.

Alice for Windows

St Joseph's Alstonville library uses Alice for Windows for all of its circulation and management operations.

All staff of St Joseph's Alstonville are provided with access to Alice for Windows through the school computer system.

Under no circumstances is any student permitted to use Alice for Windows, with the exception of the Alice Inquiry facility. Students are not permitted to use the circulation desk computer, or the Librarian’s computer for any activities.

Any problems with Alice for Windows must be logged as a Helpdesk for the School Support Officer, and reported to the Librarian immediately.
1. **Resource Circulation**

All resource circulation will be carried out through Alice for Windows. In times of technical difficulties all resource circulation will be recorded on the “Barcoded Loans Record Sheet”, provided in the library.

**Class visits**

All classes at St Joseph’s Alstonville will attend library visits on a weekly basis. The timetable will be drawn up at the beginning of each term by the Librarian, in consultation with staff.

Teachers are to remain with the class at all times. The library is a shared community space of the school and as such should be treated as any other communal area – always left clean and tidy.

**Student loans**

Students are expected to borrow at each weekly library visit and must provide a cloth library bag for their books (exception being Stage 3). Students are permitted to borrow in accordance with the following student loan schedule. These limits may be negotiated for special circumstances or need.

This student loan schedule has been created with consideration to the content and suitability of resources for the age and abilities of each year group. If a parent/guardian believes a student should be permitted to read items from a different library section then a letter addressed to the Principal is required outlining the specific reasons. The Principal and Librarian, in discussions with the class teacher, will decide if the change is permitted and necessary.

Students with overdue books will not be permitted to borrow from St Joseph’s library, until the items are returned (see also lost resources). Higher levels of borrowing (ie the number of books) is negotiable in special circumstances.
## Student Loan Schedule

<table>
<thead>
<tr>
<th>YEAR</th>
<th>NUMBER OF ITEMS</th>
<th>LIBRARY SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>1</td>
<td>Fiction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Picture Books Only</td>
</tr>
<tr>
<td>Year 1</td>
<td>2</td>
<td>Fiction (Junior Fiction / Picture Books)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Non-Fiction</td>
</tr>
<tr>
<td>Year 2</td>
<td>2</td>
<td>Fiction (Junior Fiction / Picture Books)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Non-Fiction</td>
</tr>
<tr>
<td>Year 3</td>
<td>3</td>
<td>Fiction (Junior Fiction / Picture Books)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Non-Fiction</td>
</tr>
<tr>
<td>Year 4</td>
<td>3</td>
<td>Fiction (Junior Fiction / Picture Books)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Non-Fiction</td>
</tr>
<tr>
<td>Year 5</td>
<td>3</td>
<td>Fiction (Senior &amp; Junior Fiction / Picture Books)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Non-Fiction</td>
</tr>
<tr>
<td>Year 6</td>
<td>3</td>
<td>Fiction (Senior &amp; Junior Fiction / Picture Books)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Non-Fiction</td>
</tr>
</tbody>
</table>
Parent Library

St Joseph’s Library endeavours to provide its parents and carers with a suitable collection of resources. These items are available for loan through the library (via Alice for Windows) and must be co-ordinated by the Librarian. Parents are permitted to borrow resources from this section of the library on a fortnightly basis.

The schools policy on lost/damaged resources also applies.

External Loans

External borrowers refers to practicum students from tertiary institutions; staff from other schools and affiliated individuals. These individuals are permitted to borrow from St Joseph’s library in consultation with the Principal and Librarian. All items are to be borrowed through Alice for Windows and are loaned on a fortnightly basis.

The schools policy on lost/damaged resources also applies.

Staff Loans

All staff of St Joseph’s Alstonville are entitled to borrow from all sections of the library. All items are to be borrowed through Alice for Windows. Loans will be due back at the end of the calendar year, as per the Librarian’s instructions. The schools policy on lost/damaged resources applies to all staff members, at the discretion of the Principal.
2. **Lost Library Resources**

Lost library resources create financial, physical and educational losses to the Library. Losing an item should be regarded seriously. Procedures to locate lost items must be adhered to, and followed through to either, location of the lost item or a determination that it is unable to be located and must be replaced, at the borrowers expense.

- Any student who loses any library resource in a school year will be considered responsible for the replacement of that resource. A notice of the items details, including its replacement cost will be forwarded to the parent/guardian, in the form of an overdue notice.
- Overdue notices, including request for payment, for lost or overdue items, will be issued at the end of each term.
- Any correspondence from the Library requesting payment of lost items must be first authorized by the Principal.
- Disputed returns will be handled by the Librarian, in consultation with the Principal.
- Borrowers will be given the option of purchasing a suitable replacement resource, provided that the replacement is the same as the lost item, or reimbursing the school for the full amount as specified in the overdue notice.
- Non payment of accounts will result in limited borrowing privileges.

**Damaged resources**

Items deemed by the Librarian to be damaged beyond repair will be treated in the same manner as lost items. The individual will be given the option of purchasing a replacement resource, provided that the replacement is the same as the lost item, or reimbursing the school for the full amount as specified in the notice.
3. **Selection Policy**

Selection is the process of deciding what materials should be added to the collection. It is the responsibility of the librarian, in collaboration with the principal, teachers and other professional staff to select quality educational resources that support, extend and enrich the education of students, while providing good value for money, reflecting current curriculum trends and Board of Studies Syllabus Documents.

### Selection Process

Selection is a systematic process based on

- School priorities
- The budget
- Recognized selection criteria

### Responsibility for Selection

The Librarian will work co-operatively with staff members to interpret and guide the application of the policy in making day-to-day selections. All decisions will be made in consultation with the Principal. Responsibility for selection of materials for the library ultimately will lie with the Librarian.

### Formats Incorporated in Selection

Resources that encompass a variety of media and information formats to suit varied learning purposes and styles will be included in the collection, such as:

- print resources eg. books (reference, fiction, non-fiction), periodicals, newspapers, pamphlets, brochures
- graphic resources eg. charts, posters, pictures, maps, kits
- audio-visual resources eg. DVD’s, audio (talking) books, video cassettes
- electronic resources eg. computer software, multimedia, CD-ROM, videodiscs, databases
- online resources eg. Internet site
Selection Principles

The selection of quality educational resources that support, extend and enrich the education of students, while providing good value for money, is an important aspect of the collection development process. Acting on the authority delegated by the Principal, the Librarian has the responsibility for the professional co-ordination of the collection and has the best knowledge of existing resources, the overall school curriculum and what is available from the publishers. Staff and students are invited to make suggestions for new purchases to assist in selection but suggested titles must meet selection objectives and criteria.

Selection Objectives and Criteria

Selection of resources must:

- provide resources that reflect current trends in curriculum development
- have reputable sources of information
- be from a recognised publisher/producer.
- foster growth in factual knowledge, literary, aesthetic and cultural appreciation; moral and ethical values and aid in daily and future decision-making.
- comply with the principles of intellectual freedom
- provide students with access to information that represents diverse points of view
- avoid biased opinions / value judgements
- reflect gender equity principles of social justice including race, equity in principles of sex, physical/ intellectual disability and cultural grouping
- provide adequate information at appropriate levels for resource-based /student-centred learning
- provide optimum value in terms of curriculum relevance, accuracy, authority, reliability and accessibility.
- have content, language, symbols and concepts at a suitable level for the intended user
- have instructions and support materials that are adequate, clear, comprehensive and effective
- be flexible enough to be used across a number of curriculum areas and levels.
- encompass formats to suit varied learning purposes and styles
• are of quality materials and sturdy construction
• are currently and readily available to schools.

Donations and Gifts

Resources donated to the Library are most gratefully accepted provided that they meet the selection criteria. Donors are informed that their donations undergo the same selection process as any other resource under consideration for inclusion into the collection. Inclusion in the collection is at the discretion of the Librarian. Items not included in the collection will be passed on to charitable organizations.

Donors will be asked whether they wish to have a bookplate indicating their donation to the Library. The donor will determine whether they wish to be acknowledged in this manner.

Reconsideration of Library Materials

If a parent, guardian, staff member or student believes that a resource is not appropriate for the Library, they must contact the Librarian and will be asked to complete the “Reconsideration of Library Materials” form (Appendix B). Upon receipt of the form the Librarian, in consultation with the Principal, shall reconsider the inclusion of the resource in the Library.
4. **Purchasing**

Purchasing requires choosing a recommended or reputable supplier. Discretion is used in choosing cost effective retail outlets. The Administration Staff at St Joseph’s will handle all accounts. All purchases must adhere to the Purchase Requisition Policies and Procedures determined by the Administration Staff. Orders on Approval must be discussed with the Librarian and Principal before being purchased.

All resources received into the Library must be assessed to determine that they are:
- the resource ordered
- the resource listed on the account/invoice
- in good condition
- at the price as specified in order.

Upon examination that the resource is the item ordered each resource would:
- have the invoice passed to administration for payment (adhering to all procedures set by Administration Staff)
- accessioned into Alice for Windows catalogue system
- stamped with the school stamp
- covered and labelled.

**Special Considerations – Visiting Booksellers**

Visiting Booksellers must make an appointment through administration and/or the Librarian, with the Principal's consent, prior to arrival at St Joseph’s. Acquiring resources through a visiting bookseller will follow policy guidelines for selection.
5. **Collection Maintenance**

Collection maintenance is a planned objective necessary to establish a healthy thriving collection. The Librarian must remove or cull those items from the collection that detract from its ability to provide accurate, relevant and current materials. Items deemed damaged beyond repair will also be culled.

All culling will be carried out in consultation with the Principal. All culled items will be listed as disposed in Alice for Windows, and a report generated at the end of each year. Culled items will be either disposed of in the recycling; passed onto charitable organizations or sold at a nominal fee as a fundraising initiative for the library.

Stocktaking is also an essential part of collection maintenance. Stocktaking is the process of checking actual resources against records held Alice for Windows. It identifies collection losses, stock control circulation control and provides a collection count. The Catholic Education Office (Lismore) considers stocktaking a compulsory part of the school auditing process and essential for accountability.

**Culling Resources**

Culling should take place throughout the school year and can be performed as an optional activity prior to stocktaking. Culling is the responsibility of the Librarian, after discussion with the Principal and other teachers. Teaching staff may be requested to aid in the culling process by reviewing sections of the library relevant to their subject needs.
Culling Criteria

The Librarian will use the CREW - Continuous Review Evaluation and Weeding process with reference to:

- the curriculum
- learning and teaching styles
- student achievement levels
- collection development
- MUSTIE - Misleading, Ugly, Superseded, Trivial, Irrelevant, Easily obtained elsewhere

Broad Criteria for culling the collection which encompass the MUSTIE principles:

**Misleading**
- presents sexist, racist, or otherwise culturally or religiously offensive views
- portrays inappropriate male/female stereotypes
- shows bias
- present outdated or inaccurate information/pictures
- no longer meets curriculum needs and teaching methods.

**Ugly**
- are beyond repair
- are soiled or badly worn, particularly those with missing pages, brittle or dirty paper
- have a short life and have become worn and tatty
- are non-print and damaged to the point of not being usable.

**Superseded**
- presents theories or concepts which have been disproved or altered significantly
- are outside current selection criteria mediocre or of poor quality
- duplicates information which is no longer in heavy demand
- are superseded by new or revised information
- use dated or unpopular technologies

**Trivial**
- material which is too specialized – outside interests and relevance to school
Irrelevant
- are inaccessible because they lack a table of contents or inadequate indexing
- have poor searching capabilities
- no longer reflect the ethos, aims or objectives of the school
- are based on Northern Hemisphere facts not Southern Hemisphere /USA facts not Australia

Easily Obtained Elsewhere
- are available in another format eg CD Rom/Video/DVD

6. Ancillary Library Functions

Book Fairs
St Joseph's Alstonville Library will hold book fairs throughout the school year. These book fairs will be directed by the Librarian, in consultation with the Principal. All monies raised from these fairs will be used to improve the library. The book fairs will be carried out with minimum interruption to classes.

Displays
Displays of student/class work in the library are the responsibility of classroom teachers. The Librarian must give permission for displays to be held in the library. Displays must not impede the students’ use of the library. At peak times a roster for displays will be generated by the Librarian.

Lunchtime operation of the library
The library will be open for students use at lunchtimes on designated days, as per the Librarian’s timetable. Students are encouraged to participate in quiet activities, under the supervision of the Librarian, during these times.

Use of the library outside school hours
The library is available for school based functions outside of school hours. Permission from both the Principal and the Librarian is required for this use. Individuals are responsible for all cleaning and tidying required after the function, and must return the library to its previous state.
Staff ✓
Parents
Written: 2009

To be reviewed: 2014
LIBRARY REQUEST RECONSIDERATION OF MATERIALS FORM

TITLE: ___________________________ AUTHOR: ___________________________

PUBLISHER: ___________________________ REQUEST INITIATED BY: ___________________________

ADDRESS: ___________________________ PHONE: ___________________________

COMPLAINT REPRESENTS:
INDIVIDUAL: ___________________________
ORGANISATION (PLEASE NAME): ___________________________
OTHER GROUP (PLEASE IDENTIFY): ___________________________

1. What do you object to in this material? (Please be specific – name sections/pages)
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

2. What do you think might be the result of using this material? ___________________________
   _________________________________________________________________
   _________________________________________________________________

3. For what age group would you recommend this material? ___________________________
   _________________________________________________________________
   _________________________________________________________________

4. Is there anything worthwhile about this material? ___________________________
   _________________________________________________________________
   _________________________________________________________________

5. Did you examine the whole item? If not, which parts? ___________________________
   _________________________________________________________________
   _________________________________________________________________

6. What do you believe is the intention of this material? ___________________________
   _________________________________________________________________
   _________________________________________________________________

7. Please indicate what you would like the school to do about this material?
   Not assign it to your child Yes \ No
   Withdraw it from all students Yes \ No
   Withdraw it for re-evaluation Yes \ No
   Other _________________________________________________________________

8. If the material is to be withdrawn what do you recommend to replace it in the collection?
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

Signature of complainant ___________________________
Date _____________