

MAHANA SCHOOL PROCEDURE

LIBRARY

Rationale:

- To support, complement, and expand the school's education programme.
- To ensure that appropriate resources are available to all staff and students.
- To provide opportunities for the guidance of staff and students in the use of these resources, and ensuring that they are able to locate information confidently.
- To provide a space where students are welcome, where they can explore the worlds of imagination and information, and where they can develop the desire and skills to learn independently.
- To cater for students' recreational, cultural and social needs beyond the school's instructional programme.

Procedure:

- Sufficient funding will be provided for the provision of appropriate library administration resources and new or replacement book stocks.
- Sufficient funding will be available to provide release time for the teacher with library responsibilities.
- Children will be trained every year as library monitors. This will include instruction on how to correctly use the "Access-It" software programme currently in operation.
- Individual teachers are responsible for oversight of the class usage of the library and for leaving the library in a ready-to-use state for the next library visitors.
- The teacher in charge of the library has responsibility for cataloguing and entering new book stocks.
- Children will be encouraged to use the library during lunch intervals under timetabled librarians control for borrowing and returning, browsing and quiet reading.
- Each term, individual teachers will print off overdue book lists and ensure these items are returned to the library.
- Each student can be issued a maximum of three books.

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