

Murrayville Community College Council Library & Equipment Policy

Rationale

- The Library is the central location for literature resources, research materials, multimedia technologies and teaching materials. In this capacity, the Library houses the most expensive collection of assets owned by the school. It is essential therefore that the Library be effectively and efficiently maintained and developed.

Aim

- To ensure that the assets located in the Library and school are secure and well maintained.
- To provide a Library for use by the school community that is modern, inviting, appropriately resourced and well utilised.

Implementation

- The school employs a Library Assistant to oversee all operations that relate to the Library.
- The Library is available for students to access before school, during school hours, and after school for reading, research and study.
- All Library materials and resources will be identified as school property and effectively catalogued.
- All Library assets will be electronically stored on a central database, and can only be borrowed by approved persons, via an automated borrowing system overseen and managed by the Library Assistant.
- Students will be encouraged to borrow resources from the Library to assist with their learning and to read for pleasure.
- Classroom teachers will be able to bulk borrow books for use in their classroom libraries.
- Students need to return items before borrowing new items once the maximum number of allowed loans is reached.
- Library staff will periodically issue reminders to students and/or families about unreturned loans.
- Lost or damaged resources must be paid for by the borrower. Family accounts will be invoiced periodically for unreturned loans or damaged goods.
- Borrowing privileges will be suspended or permanently removed from people who do not comply with the school's expectations.
- A significant program budget will support the school Library annually.

Evaluation

- This policy should be reviewed annually by College Council.

When First Adopted : 20th August 2018

When Reviewed / Modified: