

## HARRISON SCHOOL

**School Procedural Guidelines:** Library

**Development:** 2012

**Renewal Date:** 2015

**Statement of Purpose:** The purpose of this policy is to articulate the procedures followed and criteria applied in the selection of library materials for Harrison School Library.

### Rationale

**The primary purpose of the school library is to support teaching and learning at Harrison School.**

The library exists to provide resources to support the curriculum and recreational needs of the students, staff and parents of the Harrison School community and to assist in the development of information literacy for students P-10. The aim is to provide a balanced collection which:

- Supports the curriculum and recreational needs of a P-10 school
- Reflects the local community, Australian heritage as well as information of a global nature
- Supports the Harrison School values of respect, fair go, inclusion, team work, care and acceptance
- Contains selections from the Children's Book Council's, Chief Minister's Reading Challenge and ACT Public Library Young Readers' Short lists
- Includes a wide range of formats.

**Access:** Opening hours: 8.30am - 3.30pm. There is supervision in the library during the lunch break 1.00 – 1.55pm.

### Sections of the Library

It is the responsibility of the teacher librarian, in consultation with the executive teacher supervising the library staff, to make decisions about where resources will be placed.

**Teaching resources:** Including books, e-books, audio visual, big books, maps, posters and kits.

### Fiction sections:

- *Young Adult* (Year 7-10): Books deal with issues that affect teenagers and may contain explicit language, violence and sexual relationships.
- *General Fiction*: Books that can be read by everyone.
- *Junior Fiction*: Picture books and early readers that can be read by everyone.
- *Senior Picture Book*: Picture books that are aimed at an older audience. May contain issues that require a higher level of maturity.
- *Graphic Novels*: Categorized under General Fiction or Young Adult but displayed separately to raise the profile of this section.

### Non-fiction sections:

- *Junior Non-Fiction*: These non-fiction books are information books that are designed to appeal to younger students, P-4. They are factual but focus more on areas of interest. They may contain less written text. They can be accessed by everyone.
- *Non-Fiction*: This section is designed for years 5-10. They are much denser in written text and have more of a curriculum focus which complements online research for areas of inquiry.
- *Magazines*: The library will subscribe to a variety of magazines which will be displayed in the library. Magazines are catalogued according to content, either as *Young Adult* or *General*. Some magazines may only be available to Middle School and Senior School students.

### Digital Resources:

- The library will be responsible for resources acquired through OverDrive. These will follow the same selection criteria as for books.

### Borrowing Access:

Sector	Borrowing rights	Resource limit	Borrowing length
Staff	May borrow from any section	100 book limit	Books can be borrowed until week 8 of term 4
Parents	May borrow from any section, except <i>Teaching Resources</i>	12 book limit	4 weeks on all loans
Middle School and Senior School Students (Years 7-10)	May borrow from <i>Young Adult</i> , <i>General Fiction</i> , <i>Senior Picture Book and Non-Fiction</i> sections. Year 7-10 do not need to have library bags.	6 books limit (including eBooks) plus books required by the teacher – for example a novel for a class novel study	3 weeks on all loans - overdue notices will be sent home see <b>Lost and Damaged Items</b>
Middle School (Year 5/6)	May borrow from <i>General Fiction</i> , <i>Non-Fiction</i> sections, <i>Graphic Novels</i> , as well as the <i>Junior Fiction and Senior Picture Books</i> . With written parental permission 5/6 students can borrow from the <i>Young Adult</i> section. Year 5/6 do not need to have library bags.	6 books limit	3 weeks on all loans – overdue notices will be sent home see <b>Lost and Damaged Items</b>
Junior School (Year 3/4)	May borrow from <i>General Fiction</i> , <i>Non-Fiction</i> sections, <i>Graphic Novels</i> as well as <i>Junior Fiction</i> . With written parental permission 3/4 students can borrow from the <i>Young Adult</i> section.	4 book limit	2 weeks on all loans - overdue notices will be sent home see <b>Lost and Damaged Items</b>

	Year 3/4 do not need to have library bags.		
<b>Junior School (P-2)</b>	May borrow from <i>Junior Fiction</i> , <i>Junior Non-Fiction</i> sections. A named library bag is needed to borrow.	2 book limit	2 weeks on all loans - overdue notices will be sent home see <b>Lost and Damaged Items</b>

The Young Adult Fiction section is designed for Year 7, 8, 9 and 10 students as the material covered is written with an older audience in mind. This means that the books may contain explicit language, violence and sexual relationships. The content deals with issues that teenagers face as they move into independence. As a duty of care, if students from Year 3-6 would like to borrow from the *Young Adult Fiction* section they will need a signed permission note from home (see appendix A).

### Selection Criteria

The following criteria can be used by those staff members responsible for the evaluation of materials for inclusion into the library collection.

Coverage	What is the resource about? Is it comprehensive or general coverage? Does it show a balance in world view?
Authority	Does the author have special experience or practical knowledge in this field? What is the standing of the publisher? Is it part of a reliable series?
Authenticity	Is the information accurate? Is it current information?
Writing Quality	Is the information well organised? Is it interesting? Has the information been over simplified? Is the language appropriate for the target audience? Is it practical or theoretical?
Attitude/Bias	Is it objective in its approach? Does the author make value judgments? Is it stereotyped in its approach? Is it relevant to present Australian conditions?
Readability	Is the material appropriate for the intended readership? Is the size of print appropriate to the intended age group?
Subject Interest	Is it relevant to the curriculum? Is it a subject that interests the students?
Organisation	Is the material organised logically? Can the item be used effectively (i.e. are there index and contents pages etc)?
Production Quality	Is the quality acceptable (readable, visible, audible)? Will the item stand up to usage?
Illustrations	Are they useful and accurate, clearly labelled, good quality? Are they on the same page as the text being illustrated?
Value for Money	Is the cost of the resource justified?

Relevance Is the content, theme and tone of the item suitable for the age group, year level, interests and need of the students who will have access to it?

Cultural/Religious Is the item suitable for the cultural and religious needs of the school community?

Items are NOT selected if the content deals with pornography, hatred, excessive violence or contains excessive swearing or detailed explicit drug references.

Items are NOT selected for the general collection if they are inaccurate, misleading, convey bias or racism or sexism.

In particular, horror fiction has become very popular in the last few years. This is a particularly difficult area to judge, but material which deals with the occult or devil worship is NOT selected.

### Resource Selection Tools

Organisation	Website/Access	Publication
Harrison School teacher and student requests for titles	<a href="http://www.scholastic.com.au">http://www.scholastic.com.au</a> <a href="http://www.bookdepository.co.uk/">http://www.bookdepository.co.uk/</a> <a href="http://www.fishpond.com.au/">http://www.fishpond.com.au/</a> <a href="http://www.booktopia.com.au/">http://www.booktopia.com.au/</a>	Scholastic Book Depository Fishpond Booktopia
Australian Library and Information Association	<a href="http://www.alia.org.au">www.alia.org.au</a>	Australian Library Journal
Australian School Library Association	<a href="http://www.asla.org.au">www.asla.org.au</a>	Access
Schools Catalogue and Information Service	<a href="http://www.curriculum.edu.au">www.curriculum.edu.au</a>	Connections SCIS database
Children's Book Council of AUstralia	<a href="http://www.cbca.org.au">www.cbca.org.au</a>	Reading Time
National Library of Australia	<a href="http://www.nla.gov.au">www.nla.gov.au</a>	Libraries Australia Catalogue
ACT Library Service	<a href="http://www.library.act.gov.au">www.library.act.gov.au</a>	
Chief Minister's Reading Challenge Lists	<a href="http://www.det.act.gov.au">http://www.det.act.gov.au</a>	

### Disputed/Controversial Material

It is the responsibility of each parent to be aware of the material their child is reading and, when necessary, to discuss it with their child. If parents have an objection to material borrowed from the library collection, they need to raise this objection with the teacher librarian. If a satisfactory outcome cannot be reached for both parties, then the parent may choose to complete a request form (appendix B) for an item to be considered by a review panel.

The review panel consists of the teacher librarian, the executive teacher supervising the library staff and a member of the School Board or a parent representative. Review panel members read the item, review it according to the Selection Criteria within this procedure and complete a written

report. The report is filed for future reference. The item under review is not removed from the shelf or moved to another classification unless the panel makes this decision.

### **Lost and Damaged Items**

Teachers are not required to pay for lost or damaged items for classroom use such as picture books and novels for the class library. They are required to pay for teacher resource books that are lost or damaged such as First Steps books or teaching theory books.

Student overdue notices are sent home once a week. These notices are automatically generated through the Oliver system and sent home via students. If an item is not returned after two notices a letter, (Appendix C) is mailed to parents or carers, requesting confirmation of receipt of the letter. If no confirmation is received after one week, a member of the library staff will attempt to phone parents or carers. Parents and carers are required to contact library staff if they have any concerns about overdue books.

Students are required to pay for unrecovered books, but this depends on parents' willingness to pay and whether they acknowledge loss of the book. Students are also encouraged to pay for books which are damaged beyond repair. A letter (Appendix D) is sent home in regards to damaged books.

Students with books which are not returned at the end of a school year and not paid for will be sent a letter home asking for the book's return or to notify the library if it cannot be found (Appendix E). Parents will be requested to paying the replacement cost of the book. If not recovered the book will be marked as missing and taken off the student's record so that borrowing can commence for the New Year.

### **Weeding the Library Collection**

Weeding is an important part of the effective management of the school library and is the professional responsibility of the teacher librarian. Weeding of the collection is continuous. A more comprehensive weeding of material takes place during annual stocktaking.

Materials are removed from the collection according to the following criteria:

- Poor physical condition, for example where a book/resource cannot be repaired, is worn or poses a health hazard
- User reports showing rare usage (not borrowed for five years)
- Offensive portrayal of any group of people, particularly taking into account religious and ethnic groups, gender stereotyping, the aged and Aboriginal and Torres Strait Islander people
- Age of material
- Material no longer meeting the needs of users due to outdated or misleading information (particularly important in non-fiction)
- Unattractiveness of material
- Items which are no longer relevant to the curriculum
- Items which are inappropriate to the reading levels of the students who will be required to use them
- Items which are duplicates, superseded editions or outdated technology.

'Shelf-sitters' can be identified by an under used resources report. Careful consideration should be given to items over ten years old. Do not assume that the last time a book was borrowed accurately reflects how often the item has been used. It is merely an indicator and a good starting place.

When considering an item that is under used according to the date the item was last borrowed it is useful to keep in mind that:

- Classes or individuals may have used the item within the library or on class loan
- Items that are marked NOT FOR LOAN, such as reference books
- Certain subject areas such as computing, medicine, geography and science require more regular and stringent weeding than areas such as literature, art and history
- Teachers may wish to keep an item. It may be a key or classic text on a particular subject
- An item may have suffered from lack of promotion for example inappropriate subject headings in the catalogue
- Format that is not generally used such as charts, CDs and DVDs
- Teachers are notorious for not borrowing teacher reference items, but grabbing when needed and returning to the shelf later.

Weeded material will then be disposed/deleted from the catalogue and stamped 'Cancelled' on all school stamps in the item.

Weeded material is either donated to Lifeline Book Fairs or sent to overseas countries in need. Some resources that cannot be repurposed in any way will be recycled.

## **References**

1. Collection Development Policy of Amaroo School
2. Collection Development Policy of Wanniasa Hills Primary School

Appendix A - Permission note to borrow from the *Young Adult Fiction* section for years 3 - 6

<G:\HARS\ - Teaching & Learning -\Team Administration\Library\Library Masters\Young Adult Fiction Parent Letter.doc>

Appendix B - Request form for an item to be considered by a review panel

<G:\HARS\ - Teaching & Learning -\Team Administration\Library\Library Masters\Request for an item to be considered by a review panel.doc>

Appendix C - Overdue books (sent if an item is not returned after two notices) letter

<G:\HARS\ - Teaching & Learning -\Team Administration\Library\Library Masters\Overdue notice past 3 months.doc>

Appendix D - Damaged books letter

<G:\HARS\ - Teaching & Learning -\Team Administration\Library\Library Masters\Damaged books notice.doc>

Appendix E - End of school year letter

<G:\HARS\ - Teaching & Learning -\Team Administration\Library\Library Masters\End of year book return notice.doc>