

School Policy: Inspire @ Amaroo
Development: 2016
Renewal Date: 2018
Related Policies and Procedures: *Library Procedures Manual*

Statement of Purpose: The purpose of this policy is to articulate the procedures followed and criteria applied in the selection of Resources for Inspire @ Amaroo (Amaroo School Library).

Rationale

The primary purpose of Inspire @ Amaroo is to support teaching and learning at Amaroo School. Inspire @ Amaroo exists to provide resources to support the curriculum and recreational needs of the students, staff and parents of the Amaroo School community and to assist in the development of information literacy and ICT 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 principle of inclusivity
- ◆ contains selections from the Children’s Book Council’s, Chief Minister’s Reading Challenge and ACT Public Library Young Reader’s short lists
- ◆ includes a wide range of formats
- ◆ provide collaborative, class and individual learning spaces
- ◆ support the integration and use of ICT throughout the curriculum

Access:

Opening Hours: 8:30 – 3:30pm School hours.

Inspire @ Amaroo is open at both break times for students from K-10. During break times staff have a duty of care to all students, therefore there is restricted access to the space due to the number of students in the school. 3:00 – 3:30pm is for the return and borrowing of short term loan devices and books as there is no teacher on duty students are unable to wait for parents in the Inspire @ Amaroo Space.

| Sector | Borrowing rights | Resource Limit |
|--|--|---|
| Staff and Parents | May borrow from any section, including the Parenting section. | Staff – 50 book limit Parents – 8 book limit |
| Middle School & Senior students (Years 6-10) | May borrow from Young Adult, Graphic novels, Young Adult Graphic novels, General Fiction and Non- Fiction sections. | 4 books and class texts |
| Primary students (Years 3-5) | May borrow from Picture Book, Early Readers, Junior Fiction, Graphic novels and Non-Fiction sections. A named library bag is needed to borrow books (see note below). | 3 book limit |
| Early Childhood students (Preschool-2) | May borrow from Picture Book, Early Readers and Junior Non-Fiction sections. A named library bag is needed to borrow books. | 2 book limit |

N.B. As a duty of care to students, if parents wish for their child to borrow a book from a restricted section, they can accompany their child to the library or send a note to library staff indicating the specific book required.

Collection Development Criteria:

Staff, parent and student resource suggestions are welcomed. The criterion for collection development is according to:

- ◆ relevance to curriculum and recreational needs of the users
- ◆ appropriateness of level to intended users
- ◆ well presented - appropriate physical format and appearance of material
- ◆ cost, value and suitability for library use
- ◆ accuracy and currency of content
- ◆ authority and reputation of authors, producers or publishers
- ◆ scope of the work, adequacy of coverage and level of detail
- ◆ treatment of subject matter, taking in to account language, bias and approach, respectful of all people
- ◆ Organisation and accessibility of information, layout, index, table of contents, glossary, white space, diagrams, text density, photos etc.

Challenges:

Staff, parents and students are welcome to put in writing any concerns they may have regarding the appropriateness of a library resource. The library staff will meet with the Library and Literacy Executive teachers and Principal or Deputy Principal as required to make a decision about the resource and provide feedback to the concerned party.

Resource Selection Tools (including reading age/target audience tools)

| Organisation | Website/Access | Publication |
|--|--|--|
| ALIA: Australian Library and information Association | www.alia.org.au | Australian Library Journal |
| ASLA: Australian School Library Association | www.asla.org.au | Access |
| SCIS: Schools Catalogue and Information Service | www.curriculum.edu.au | Connections SCIS database |
| CBC: Children’s Book Council | www.cbca.org.au | Reading Time |
| National Library of Australia | www.nla.gov.au | Libraries Australia Catalogue |
| ACT Library Service | www.library.act.gov.au | |
| Chief Minister’s Reading Challenge Lists | www.det.act.gov.au | |
| Australian Standing Orders | www.australianstandingorders.com.au | ASO is a unique alternative to book buying, designed especially for Primary and Secondary school libraries. We are a subscription service offering the best new releases from all Australian publishers. |
| Recommendations from book sellers, reviewing journals, colleagues, school community and list serves: TL/Oliver network | Jacaranda, McCauley, Oxford University Press, World Book etc. | Cataloguing in publication data from publishers |

Library Rules and Procedures are outlined in the Library Procedures Manual.

Approved by the Amaroo School Board July