

TIRIMOANA SCHOOL

LIBRARY POLICY

RATIONALE:

The Library is an important resource for teaching and learning and is the focal point for encouraging a love of literature and reading in the school.

PURPOSE:

The library will:

1. Be a readily accessible, inviting environment, where books are clearly catalogued and neatly processed.
2. Support and complement the school's learning programme and will provide age appropriate reading material for learners at primary school.
3. Develop pupils' reading experience and extend interests by making available well selected reading materials in all forms.
4. Cater for different learning styles and needs, including disabilities, cultures, languages and genders. The unique Maori perspective of NZ Society will be reflected in the library collection and signage.
5. Contain a comprehensive collection of both quality fiction and non-fiction books, and books written by NZ Authors.
6. Provide an opportunity for children to learn about and use library technologies, including automated scanning and digital services.

GUIDELINES:

1. The Board of Trustees shall be responsible for providing an annual budget for library operations, book purchases, as well as maintaining the physical environment.
2. The library shall operate under the guidance and overall supervision of a Teacher with Library Responsibility (T.L.R.). The Principal shall ensure that the T.L.R. receives adequate training through the School Library Service.
3. The T.L.R. shall receive release each week for library business.
4. Book purchases shall be made by the T.L.R. according to a budget based on a current stock assessment.
5. The T.L.R. will conduct an annual stocktake of the library collection, in collaboration with the Executive Officer, in preparation for the Annual Report and Audit.
6. Senior pupils shall undertake responsibility for general library tasks. Training of these will be the responsibility of the T.L.R.
7. All classes of children will be rostered to use the library, and to learn basic library skills. A timetable will be created to ensure equitable access is provided.
8. All classes are required to provide library displays regularly on a rostered basis.
9. The library will be open at break times for children.
10. Books will be available for borrowing for a two-week period.

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