



TIRIMOANA SCHOOL

LIBRARY POLICY

RATIONALE:

The library is a valuable 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 students reading experience and extend interests by making available well selected reading materials for children between the ages of 5 and 11 years.
4. Cater for different learning styles and needs of all students that reflect the cultural diversity of students in the school.
The unique Māori 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 students to learn about and use library technologies, including automated scanning.

GUIDELINES:

1. The Board 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 and shall receive release each week for library business.
3. Book resources and magazines will be selected according to School Library Services (SLS) recommendations, students' requests/recommendations as well as recommendations from staff, parents, community, and professional development forums.
4. Book purchases shall be made by the T.L.R. according to a budget based on a current stock assessment.
5. Donated material will be judged according to the same criteria as books purchased for the library.
6. Where possible, new books will be read by the T.L.R or any other teacher to ensure suitability.
7. All new material will be processed, stamped, and strengthened prior to circulation.
8. All books shall be maintained in a tidy, attractive condition. Weeding of books shall occur as an on-going routine. This will eliminate the need for a general cull.
9. 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.
10. Senior students shall undertake responsibility for general library tasks. Training of these will be the responsibility of the T.L.R.
11. All classes will be rostered to use the library, and to learn basic library skills. A timetable will be created to ensure equitable access is provided.
12. The library will be open at break times for students.
13. Books will be available for borrowing for a two-week period.
14. Any book challenged by a parent or staff member will be reviewed, and after review is returned or removed from the library.

NELP Objective 1 Priorities 1 & 2; Objective 2 Priorities 3 & 4

Policy: 8

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23/08/2023