



4.3 LIBRARY

JANUARY 2007

Rationale

With the demands for information literacy and technological competence, as well as the changes in teaching and learning theory and practice, a new role for the school library has emerged. The collaboration between teacher/librarian, teachers and administrators enables implementation of a plan for the development of a school library education programme. In order to participate and be successful in modern day society, for students, the acquisition of literacy and information retrieval skills, their competencies and knowledge as part of the library programme is an essential prerequisite.

The Library Staff welcomes students to the facilities provided by the Library. Staff endeavour to provide a safe and pleasant study area for all library users. The Library is open during school hours from 8.00am onwards for all students. Year 11 and 12 students may also use the Library during Tuesday, Thursday and Friday Secondary lunchtimes. The Library is a shared environment catering for students from Prep to Year 12. Often throughout the day, there will be other classes using the Library's facilities. Students are expected to respect the study rights of other users. Should you have any concerns or queries please feel free to speak to a Librarian.

Aims

Through learning literacy and information skills students will:

- Acquire and be able to develop an enjoyment of language used in a broad range of contexts and exposed to a wide variety of literature
- Develop confidence and gain encouragement to learn to read and love reading
- Be able to select appropriate resources for their needs through many selection techniques
- Be able to recognise and locate information using various catalogues, data bases, indexes, glossaries, tables of contents
- Develop and acquire personal and interpersonal skills in using resources and learn respect for the rights and property of others

Guidelines

- Before entering the Library, bags should be placed in the area provided
- On entering, private study students should sign the "Signing-in" register
- The Library is a food and drink free area. Please note, rubbish bins are provided for waste materials. Please keep your working environment clean and tidy
- Diary authorization is required to use the Library's computer facilities
- There are designated areas for study, if unsure check with the Librarian

- Seating is arranged so that there are no more than four students per table set
- For safety reasons, furniture should remain as positioned
- Study groups should remain small, four is a reasonable number
- Discussion of work should occur at a reasonable sound level so others are not disturbed
- Respect for your environment should be uppermost. This allows for a safe study area
- Newspapers are provided on a daily basis. These should remain in their holders
- Certain areas are out of bounds, that is, behind the Circulation Desk, the workroom, Lift (with permission). Lift wells and the Library Foyer must remain clear for safety reasons

Consequences of Breaching Guidelines

- Individuals will be given a detention either at lunchtime or after school
- Individuals or whole classes/groups will be banned from using the Library
- Suspensions will be given for failure to comply

Implementation for Primary Students

- The programme is planned term by term with weekly detailed lesson plans formulated according to the Curriculum and Standards Framework II
- Planning resources include the Bibliotech, the English Curriculum and Standards Framework II, guided by the Primary Integrated Curriculum Topics, on-line databases, The Internet and various teacher reference books
- Students are grouped by their grade level and with mixed abilities.
- Teaching and learning strategies include: teacher and student centered learning, individual, pair, group and teams using observation, participation, listening and discussion
- Lessons are given once per week for all grades. Occasional homework to allow completion of projects and reading for enjoyment
- The department is composed of a Whole College School Teacher/Librarian and Specialist Teacher/Librarian with Library Technician support. The Primary School is allocated a pro-rata amount of the Whole Library Budget for resources. Within that allocation each department receives a designated amount to purchase appropriate resources
- Evaluation is based upon teacher observation, anecdotal records, class tasks and testing. Progress in Library is reported at the end of each semester.

Implementation for Secondary Students

- The Library is made available and used on a daily basis by Secondary students in conjunction with Primary students.
- Facilities and resources are provided that allow individual, group or whole class activities at any given time during the College week.
- All Secondary students are able to access the facilities of the Library during their lunchtimes.
- A booking system is available that allows subject teachers to reserve an area for their specialist groups or whole classes.
- The Teacher/Librarian supervises the private study and learning requirements of all VCE students as well as providing mentoring services as required
- The Teacher/Librarian supervises and works with students sent to the Library to work on an individual basis

- The Teacher/Librarian in collaboration with the subject teacher(s) team teach and work with students utilising the Teacher/Librarian's expert knowledge on resources and data bases
- Information technology and e-learning for students is supported by the appropriate hardware and software, for example, computer suites and on-line data base subscriptions that support the Teaching and Learning Curriculum of the College
- General Library Guides are published for students as well as Useful Guides for the senior students
- Introductory library sessions are specifically geared for incoming VCE student
- Running of website authentication sessions for Years 7-10 students
- Teacher/Librarian liaison with Public Librarians to negotiate bulk interlibrary loans for specific topics
- Compilation of assignment topic boxes for Teachers
- Research excursion information and education services available
- Promote a love of literature and ensure that the student is choosing and selecting the appropriate material
- On going in-house professional development sessions for secondary staff focussing on student on-line resources and data bases

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