



LIBRARY POLICY

Kingsbury Primary School

PURPOSE

To explain to parents and carers the expectations set by Kingsbury Primary School in relation to the use of resources belonging to the school library. This document supports provision of an organised teaching and learning resource for students and staff.

SCOPE

This policy applies to:

- Teachers, students, volunteers, parents, and carers who access and use Kingsbury Primary School library resources.
- Maintenance of a resource that meets the education, recreational and cultural needs of the school community.

POLICY

Kingsbury Primary School will aim to provide students and staff with a wide range of literature to stimulate an active interest in reading:

- To further develop student skills for making selection of resources that will match and stimulate interest.
- To meet and challenge levels of ability in literacy.
- To support development of information literate learners; therefore building upon skills in accessing, processing, and using information to create and present in multi-modal forms.
- To provide a collection that is relevant and supportive to the enhancement of curriculum.
- To include within the collection material that is inclusive of gender, disability, culture, and freedoms.

Library Loans

Home Loans

- Students may loan and return books each week supervised by a teacher during their allotted class library time.
- Library books are loaned for a period of seven (7) days for home borrowing.
- Students are able to renew home loans for any unfinished books by returning and renewing the loan.
- Students have a borrowing limit of two (2) books for home loans within any seven (7) day period.
- Book loans cease one (1) week prior to the end of terms 1, 2 and 3 and two (2) weeks before the end of the school year.

On-site Loans

- Students may loan and return books for the purpose of independent reading within their classroom.
- Teachers will supervise and are responsible for the loan and return of books used for independent reading.
- Independent reading loans should cycle within a three (3) week period to ensure rotation of resources.

Overdue Items

- Borrowing will cease for students who have two (2) home loan overdue books until overdue items are returned.
- A verbal reminder will be given to the student to return the overdue loan book(s).
- A reminder notice will be forwarded for any overdue loan items requesting their return.
- For items remaining overdue for a period of one (1) month or longer:
 - A request letter will be forwarded stating overdue loan items to be returned,
 - A statement of 'replacement cost' for books unable to be located or lost.

Use of Library Facility

- Teachers are responsible for implementing and instructing students on the care of books and use of the library facility. See: Addendum - Library Loans Protocol

Kingsbury Primary school will provide all students with equitable access to our Library resources. This can only be done with the care and co-operation of all our Kingsbury Primary school community.

RELATED POLICIES AND RESOURCES

Addendum - Library Loans Protocol

REVIEW PERIOD

This policy was last updated in May 2020 and is scheduled for review in May 2023.

Signed



School Council President