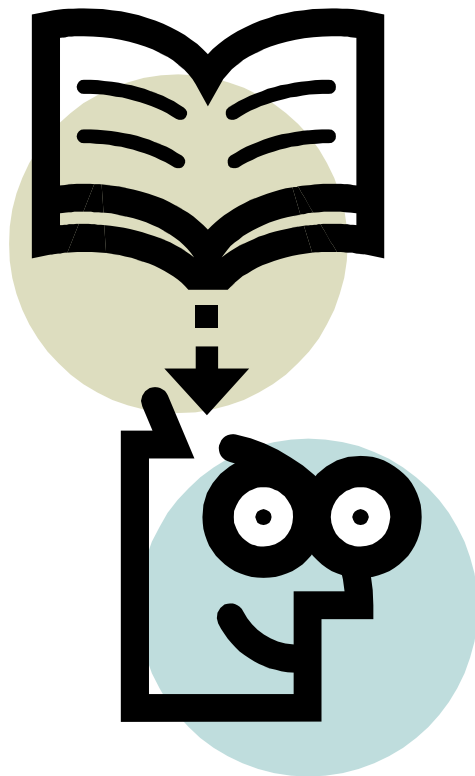


Library Procedures Manual



**Werrington Public
School 2010**

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Housekeeping

Opening

Opening Hours

- 8.00 till 4.00 Mon- Thurs for staff
- 8.45 till 3.05 Mon- Thurs for students

Daily Opening Procedures

- Switch on lights
- Start up Enquiry terminals, back office and circulation terminals as per OASIS procedures (see OASIS and ICT)
- Unlock front and side entrance
- Unlock Strongroom door and start up fan (if necessary)
- Raise blinds
- Turn on air conditioner (if required)
-

Closing

Circumstances requiring closure

- Stocktake during the last two weeks of term four
- Staff, parent or professional workshop
- TL absence

Daily Closing Procedures

- Shut down Enquiry terminals, back office and circulation terminals as per OASIS procedures (see OASIS and ICT)
- Draw blinds
- Turn off air conditioner
- Ensure Strong room door is lock and fan in room is off.
- Turn off lights
- Lock doors if the building is no longer in use and is vacant

Lunchtime

- First half lunch times Mon- Wed 1.25-1.45
- Students enter through side door leaving hats, food and drink outside
- Library Monitors set up games and activities during eating time, as per term roster (see Library Support)
- Library Monitors hand out stickers and Werrington Wise tickets to well behaved students
- Students tidy and line up at
- side door when 1.45 bell rings

Weekly

- Shelf returned items
- Distribute correspondence
- File documents
- Review overdue loans
- Submit Newsletter items
- Staff Meeting Presentations
- OASIS Rebuilds
- Assembly Presentations
- Display New Items
- Check E-mails
- Present lessons as per term program

Monthly

- Refresh student details (B4)
- Check shelves for damaged and out dated titles
- Update display boards
- Attend Committee Meetings

Quarterly

- Professional Development
- Update Library Monitor roster
- OASIS Updates and Rebuilds
- Run OASIS loan reports
- Budget Reconcile
- Review Premier's Reading Challenge participation
- Program units of work
- Resource units of work
- Assess programs and student performance
- Revise procedures
- Update class displays

Annually

- OASIS updates, reviews and rebuilds (see OASIS)
- Stocktake
- De-selection
- Print class lists
- Prepare borrowing baskets
- Archive documents and items
- Formulate Timetable
- Premier's Reading Challenge preparation Jan
- PRC completion Sept
- Order student books and stationary
- Order office items
- Select Library Monitors
- Prepare budget submission
- Run and prepare annual reports
- Annual Outcomes

OASIS

Circulation Terminal

Morning Start Up

1. Turn monitor on
2. Key in login **bank**
3. Double click circulation shortcut (picture of a book)
4. Key in password **OasisZZZ8**
5. Double click circulation shortcut (picture of a book)
6. Press esc when black screen message appears
7. Library password **free or free1**
8. Ensure tool bar on OASIS screen is blue.

Daily operation

- Use only key commands when operating OASIS
- **B2** for loans and returns
- **E1** for loans
- **E2** for returns
- For enquiry while in loans and returns press **F4** to enter and **F2** to exit
- Change user key in **C3**
- Return to main screen key in **QU**
- Override a loan type in **OK**

Afternoon Shut Down

1. Return to Main Menu **Q2**
2. Log out key in **C2** (Never press the **X** to exit OASIS)
3. Select Shut down from bottom left windows tool bar

Windows

- Use mouse for windows operation
- Click on desktop outside OASIS screen to access windows
- Minimize OASIS
- Never **X** out of OASIS

OASIS Housekeeping

Daily	<ol style="list-style-type: none"> 1. Leave your workstations secure & save work regularly. 2. Shelve all returned books.
Weekly	<ol style="list-style-type: none"> 1. Do a Weekly Housekeeping to update the loan statistics. OASIS users, select B4/N4 . 2. Rebuild the Library Files. OASIS users select B4/N1. 3. Complete any other essential rebuilds. eg Q2 Rebuild Data from the Main Menu. 4. Check overdues.
Each Term	<ol style="list-style-type: none"> 1. Refresh the Borrowers to update details. (B4/R3 & R4) 2. Check outstanding long-term loans. (B2/M4) 3. Check Authority Files for any mistakes. 4. Load the SCIS Subject Headings (H1/A1) 5. Systemically remove any records with no copy details. OASIS users, select B4/P4 Delete Unheld 6. If new students arrive, refresh the students to add them to the database & update borrower lists.
Annually	<ol style="list-style-type: none"> 1. Reset the Borrower Usage. (B4/I4) 2. Reset the Resource Usage. (B4/I2) 3. Generate future calendar year(s). (B2/F1) Sept 4. Purge Loan History. (B2/R1) 5. Purge Calendar Years no longer required. (B2/F1) 6. Remove any unused subjects (B2/M1) 7. Remove any unused keywords. (B4/N5) 8. Review the Borrower Loan Categories & make any changes. (B2/D2) 9. Review the Resource Loan Categories & make any changes. (B2/D1) 10. Set up a Master Due Date. (B2/D2) 11. Conduct a stocktake of resources. In NSW DET schools, it is an audit requirement that a full stocktake be conducted every 2 years. To accomplish this, stocktake may be carried out:- <ol style="list-style-type: none"> a. full stocktake every 2nd year b. half of the library stocktaken each year c. location stocktakes each term, so that all resources are covered in a 2 year period.

OASIS Start of Year Checklist

First Week

1. Generate the Calendar B2/F1 (Maintain Calendar); <G>enerate the calendar for the current year. You can generate more than one year ahead.
 - o Also in B2/F1, put in the holiday dates using <H>olidays from the option bar. Don't forget to also include Staff Development Days, Carnivals, Long weekends as holidays as there is generally no borrowing/returns on those days.
2. Check the Resource Loan Categories (B2/D1). Do they still meet your needs?
3. Check the Borrower Loan Categories (B2/D2). Change the master due date for each category of borrower. Select (curser opposite) each borrower category then choose <L>oans from the option bar. Does the length of borrowing time still apply? You may also type 00 (zero) in the number of days & this will allow you to type a specific date in the date field.
4. Check the stocktake initialisations (B2/H1). Any locations not been finalised should be completed ASAP; and before any new resources are added.

Second Week

1. Refresh students/staff (B4/R3 & R4) when the office has completed the entry of new & amended details. Check that the system parameter (B1/C1/<C>irculation - Student/Staff Module available? is set to Yes).
 - o You may have to do the refresh of students 3-4 times in Term 1 as things settle out, classes get re-shuffled etc.
2. Make and print Borrower lists for staff and students (B4/C1)
3. Set the borrower limits for students/staff (B2/I2). The maximum number you may enter is 999.
4. Reset the borrower usage (B4/I4). You may wish to also reset the resource usage (B4/I2). Be aware that this action will zero the number of times an item has been borrowed. You may not wish to do this if you want to use this report as a guide for culling items which are never/rarely borrowed.
5. Purge the loan history (B2/R1). You are required to enter a date. Determine the reason why you wish to record Loan History:-
 - o For keeping a history of who has borrowed (eg. where a book may have been defaced) I recommend you retain last term's loan history. I suggest you purge to 01/10/(previous year)
 - o For keeping a history of what each student has borrowed; purge to the start of the calendar year (01/01/current year)
6. Check all the System Parameters (B1/C1).
7. Check operators (L3/D1) & remove those no longer required. Leave the system operators in. Check security levels & revise if needed.
8. Deal with the Outstanding loans from previous year:
 - o Print the Loans by return date report (B2/M4). Choose the date 31/12/current year or 28/01/next year. This gives you a complete list of all outstanding items.
 - o If you think that there are items on this list that will never come back then you will need to manually return them in B2/E2. Don't throw the print-out away.
 - o Do a B4/N4 Weekly Housekeeping to lock in the status of these items.
 - o Each of the items returned in B2/E2 from the Loans by Return Date report - needs to have <M>issing placed into the status field of the bibliographic record. Go to B1/D1 General Resources; <F>ind by arcode or <T>itle; <C>opies; then <E>dit the status field, changing the <C> to <M>issing & insert the date that it was due back as the missing date; Put an appropriate comment in the Comment field. Progressively work through the report until complete.
 - o Do a B4/N4 Weekly Housekeeping

OASIS End of Year Checklist

1. Accurate Data: if time permits, at least once a year you should run the data validation reports (B4) & clean up your authority files. Errors can be corrected in Global Change.
2. Loans by return date (B2/M4) - will give you a list of users who still have resources on loan. You will also find out if you have any "phantom" borrowers; they will be at the top of the file & should be removed.
3. Utility programs (B4) You should run these after stocktake when the Finalise has written off items.
 - o N5 Remove unused keywords
 - o M1 Hide unused subjects . It is recommended that you <R>emove the unused subjects rather than <H>ide them.
 - o P4 Delete unheld
 - o P5 Check duplicate subjects
4. Management Decisions:
 - o Assess Borrower & Resource categories (B2/D1 & D2).
 - o Decide if any resources need categories/locations changed.
 - o Will changes in Borrower limits (B2/I2)/Borrower Loan category(B2/D2) be required?
5. Updating the database:
 - o Generate calendar & put in holidays (B2/F1). Do this as soon as possible. You can, in fact, generate calendars more than one year in advance.
 - o Decide on due dates & master due date (B2/D2) for following year. Make sure that any long term loans have a current year date.
 - o Purge loan history (B2/R1). It is recommended that you do not remove Term 4. When asked for a purge before date, enter something like 01/10 / 2007.
 - o Reset Resource & Borrower usage (B4/I2 & I4) after you have gained the appropriate statistics (printouts) you may require.
 - o Check & edit operators (L3/D1). Do not remove any system operators.
 - o Delete any unwanted Department Lists
 - o Return any lost or unreturned resources (if this is your policy) using the Loans by Return Date B4/M4. Then do a Weekly Housekeeping (B4/N4). Then in General Resources (b1/D1), edit the status of item to M for Missing, enter the date missing (select the date that the item was due back at school by, as per report)& details in the comment line (B1/D1) [something along the line of "student left, book not returned", "not returned from class bulk loan"]
 - o Purge old calendar years (B2/F1/<P>urge. Recommendation is that you purge more than 2 years ago. eg in 2007 purge 2005 and before. Make sure you run the Loans by Return Date for that period & return any items; then do Weekly Housekeeping; then edit in as Missing in B1/D1 (Copy details Status) as previously discussed prior to purging calendars as all loans data will also be purged for that year. Missing date is the due date on the Loans by Return Date Report.
6. Beginning a new year: Many of these things can be done at the end of the year also.
 - o Refresh student/staff records (B4/R3 & R4)
 - o Update Borrower limits & Borrower Category for each year.
 - o Determine any changes for individuals you wish to make
 - o Ensure the calendar is updated & holidays have been entered
 - o Make new student borrower cards (B4/C1)
 - o Make sure the library is adequately & attractively signposted
 - o Wear a name badge & a welcome smile particularly for new users.

OASIS A-Z Troubleshooting

From OASIS MANUAL BY BRONWYN JACKSON WITH MAJOR HELP FROM JENNY WATTS AND SUE LACEY

A		Disk – Format	B1/M2
Accession Register	B4/G1	Disk – Copy	B1/M3
Accession Number – edit	B4/M3	Disposing a resource	B1/D1
Adding or editing a resource	B1/D1	E	
Adding an Operator	L3/D1 <A>dd	Editing Resources	B1/D1
Adding a Report	F1/A4	Editing Borrowers	B2/A1
Author List	B1/A2	Enquiry	B1/E1
B		Enquiry (from Loans)	B2/E1/F2 or F4
Backups	Main Menu/ K1 or K2	Enquiry (from B1/D1)	F4 Key
Barcode Change Resource	B4/P1	Enquiry Exit Password	B1/C1 <E>nquiry
Barcode Change Borrower	B2/A1/ Barcode/<C>hange	Equipment Report	F2/ Sample
Boot Disk	Main Menu/M5	External Borrowers	B2/A1
Borrower Categories	B2/I4	F	
Borrower Code	B2/D2	Finalising (Stocktake)	B2/H5
Borrower Details	B2/A1	Formatting a floppy disc	Main
Borrower Limits	B2/I2	Menu/M2	
Borrower List by Barcode	B4/A1	G	
Borrower Usage (Yr)	B4/I3	Global Change	B1/C3
C		GMD	B1/B1
Calendar – Maintain	B2/F1	GMD Reports	F2/ Library 33;
Code – Resource	B2/D1	41; 42; 43; 45	
Code – Borrower	B2/D2	H	
Copying a boot disk	Main Menu/ M3	History, Borrower	B2/01 <D>, , <I>
CTR Backup	B4/K2	History, Resource	B4/I5
Change Barcode	B4/P1	History, Stocktake	B2/H1/<H>istory/<S>elect
Change by Barcode	B2/L1	Housekeeping	B4/N4
Change by Enquiry	B2/L2	I	
Change By Location	B2/L3	Initialising (Stocktake)	B2/H1
Change Location	B4/P2	K	
Change Operator	Main Menu/C3	K1 Internal backup	B4/K1
Change Password	L3/D1	Keywords	B1/B2
<C>hange		Keyword creation	B1/D1/ Review
Current Loans by Roll	Library 5	Notes /F3	
Current Stock	B2/Q2	L	
Current Users	Main Menu/N2	Last Borrower	B2/O2
D		Levels (Operator)	L3/D1
Data Backup	B4/K1	Library 35	F2/ <S>ource
Data Rebuild	Main Menu/Q2		
Data Validation Report	B4/F5 or B4/G2		
Delete Unheld	B4/P4		
Delete Unused Subjects	H1/A1		
Diagnostic Disk	Main Menu/M4		

Building the Collection

1.Selection 2.Acquisition 3.Accession 4.Processing

Selection

Criteria

When selecting resources Werrington Public School Library defers to:

1. *The Criteria to choosing resources: Curriculum Materials* (NSW DET 1996, pp.101- 102) owing to the criteria's emphasis on format type and potential use of the resource to meet the needs of WPS users. The criteria is-

- Potential use
- Subject
- Treatment
- Scope
- Reliability
- Format and Presentation
- Technical quality and durability
- Price

2. *The Criteria for selection of Fiction* (NSW DET 1996, pp. 103- 104). The criteria is -

- Student age
- Student background
- Student reading ability

3. *The Criteria for selection of Software, CD-ROM and Online services* (NSW DET 1996, pp. 105). The criteria is-

- user
- hardware
- network needs/requirements

Selection Aids

Selection aids provide reviews, prices and details of potential resources for collection.

Selection aids include-

- Publisher websites and brochures
- Book sellers and suppliers (see Preferred suppliers folder)
- Professional journals such as Scan (NSW DET)
- Online reviews such as Edna and CMIS (WA DET), Resource Reviews (NSW DET), SCIS OPAC, National Libraries Catalogue
- Core collection lists
- Professional networks such as NSW listserv

(see Website and emails directory for above Selection aides)

Acquisition

Prior to Order

1. The availability and cost of a resource is verified through the supplier selected in accordance with *Criteria for choosing a supplier* in Handbook School Libraries (NSW DET 1996, p.30). Suppliers are required to have an ABN and a postal address.
2. Three quotes are required for those resources exceeding \$1000.00, as per NSW DET auditor requirements. All quotes must be from a NSW DET Government approved contractor
3. Verify the licence agreements and compatibility of digital resource with school network, hardware, Interactive Whiteboard hardware and software
4. Teacher-Librarian checks library budget for sufficient funds to cover purchase.
5. Order is submitted to SAM
6. Order is submitted to Principal for approval

Following Order Approval

- SAM places order with the nominated supplier
- Order is noted by Teacher-Librarian in purchase register
- Items are tracked and delays documented, such as Back order, Out of Stock.
- Action is taken if goods fail to arrive 3 weeks following placement of order

Upon Arrival

1. Arrival of item is noted in purchase register.
2. The annual budget is reconciled and adjustments made re GST, freight incurred, discounts
3. Resource is inspected upon receipt; faults or concerns are to be communicated to supplier within one week of receipt.
4. Resources received are placed in the Arrivals compartment
5. A copy of the invoice is placed on the accession clipboard
6. Stamp title page and back cover (top right hand corner) with school stamp
7. Write suppliers name and cost on back cover along spine
8. Place item into Accession compartment. All resources are accessioned before being loaned out (see Accessioning Resources)

Gifts and Donations

Gifts and Donations are gratefully received but are subject to the selection, acquisition and de-selection criteria/procedures applied to all resources. This includes kits received to promote community issues or NSW DET initiatives.

Student and community donations/gifts are acknowledged with a label inside the book front cover, indicating name of benefactor and year received.

The recommended retail price is recorded on back inside cover of item, as per accession procedures.

Accessioning Resources

SCIS Procedures

1. Open SCIS website via My Website (portal) or desktop shortcut.
2. Log onto SCIS: 214473, SCIS
3. Click SCIS web
4. Click create orders
5. Click in order box.
6. Scan barcodes on items or enter SCIS numbers.
7. Click Process Order
8. Check matched and unmatched orders. Place unmatched orders back into Accession compartment.
9. Go back to create orders.
10. Click usmarc.dat
11. Save into SCIS Downloads file, replace existing file.
12. Close SCIS.

SCIS/OASIS Download Procedures

1. Ensure all OASIS computers logged off before downloading SCIS records
2. Check next barcode and accession number in System Parameters B1/C1-Barcode, No: Match accession number to barcode
3. H1 SCIS Downloads
4. G2 Load Marc records.
5. Enter
6. Enter
7. Select Bulk
8. Verify next Barcode and Accession number (Enter)
9. Select C\$ on Client, open SCIS Downloads file.
10. Double click usmarc,
11. Add items<A>.
12. <C> Confirm download.
13. Check number of items download.
14. esc and QU to main menu.
15. Complete a Housekeep B4/N4 and a Rebuild B4/N1
16. Complete a Back Up <K1>

Adding new resources to OASIS

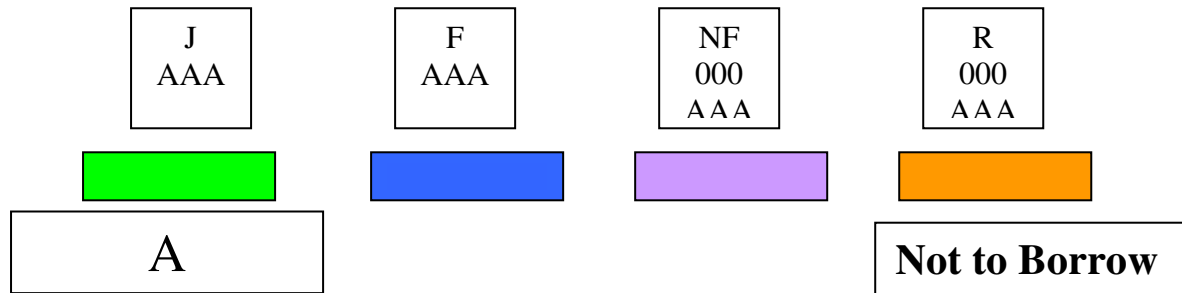
1. Main Menu B1 then D1
2. <F> Find Barcode, Scan new barcode.
3. <C> Copies, write accession number inside stamp on title page (Use CD marker for discs)
4. Fix barcode to bottom right hand corner of front cover
5. <E> Edit, type in item location, write call number inside stamp back cover.
6. Enter supplier's details and cost- see back cover or invoice.
7. Edit *Review Notes* in OASIS to identify resources supporting HSIE and Science units of work (<B1<< D1> <E ><R>)
8. esc main menu
9. Housekeep <N4>, <N1> and Back Up <K1> when all items added
10. See Location Identification (next page) for additional labelling
11. Place book in Cover compartment

Processing

Location Identification

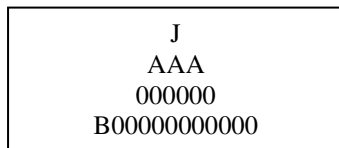
General Call Numbers-

1. Copy call number from back cover onto square white label
2. fix to back cover top right hand corner and spine (if item allows)
3. fasten coloured label along spine
4. Label front of all Junior fiction items with capital letter label for author's surname
5. Place Not to Borrow sticker on all Reference items
6. Label SR, V, TR, DVD, ESL, STL, CS, SU, RR as per F or NF but without coloured spine label



Kits-

1. Write accession number inside school stamp onto each item of the Kit
2. Fix Barcode to front of main item or display bag
3. Copy call number, accession number and barcode onto rectangular label

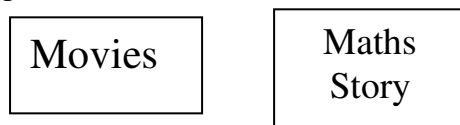


Premier's Reading Challenge-

1. Check PRC lists on Web Library
2. Fix coloured dot to front cover top right hand corner and write PRC ID number.
3. Fix coloured PRC label to spine

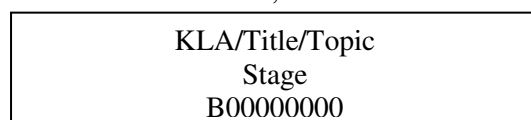


Specialised Labels- All additional labels fix to front cover



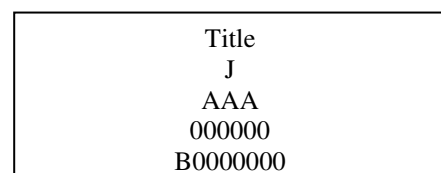
Resource Boxes -

1. Label front of Box with large rectangular label
2. List Barcode, KLA unit title or topic and Stage



Hang up Bags-

1. Copy call number, and accession number onto all items contained in bag
2. List Title, Call number, accession number and barcode onto medium rectangular label
3. Fix label to the front top right hand corner of bag



Covering Books

- Cover barcode with label protector if DVD or Kit
- Cover soft covered books with contact
- Cover Hard cover books using covering machine
- Place in Display compartment.
- Large poster Kits, Big Books and Sound recordings are placed into plastics bags and labelled as per Location Identification

Display

- New items for students are placed on New Books shelf. These are items are not available for borrowing during first week of circulation
- New items for teachers are placed in yellow basket and displayed in staff room for 1 week.
- Selected items are to be displayed at staff or committee meeting

Circulation

- Check if title is part of a series, add to Series Red box
- If title is a Non-fiction easy reader place in green box
- Multiple copies are placed into magazine boxes and labelled with subject heading and call number
- Items supporting HSIE(blue) or Science(yellow) units of work are placed in resource boxes in TR room (provided size appropriate)
- Support Unit, ESL, STLA items are issued to teacher in charge (not loaned out through OASIS)

Managing the Collection

1. Stocktake 2. Maintenance 3. De-selection 4. Preservation
- ## Stocktake

Stocktake Schedule

ODD	EVEN
Computer Software	
Non-fiction Kits Support Unit Reference Teacher resource ESL STL	Junior Fiction Fiction Sound Recording DVD Video RR CL

Stocktake Procedures

1. Identify locations to be Stocktake. Prepare Stocktake register for each of the identified locations. Track stocktake progress on Stocktake progression register using date stamp.
2. Provide holders of satellite collections (SU, STL) with accessioned resources (B4, G4) print out
3. Check through Location-Classification in expanded Enquiry screen for: call number anomalies, start and end call numbers, range of items in location (e.g A800's, TR J)
4. Make necessary edits prior to Stocktake, or set items requiring editing aside following Stocktake entry
5. Complete a Housekeep B1/N4 and Rebuild B1/N1 (repeat after each entry session)
6. View/print a shelf list B4 G4. Write start and end call numbers on Stocktake register.
7. Initialize individual locations B2 H1 and complete From and To location, classification and dewey fields (e.g NF, 000, AAA or F F AAA). Note these on Stocktake register. Use start and end call numbers (see step 5).
8. Enter resource B2 H3 using location classification fields (see step 6)
9. Wand barcode, look out for messages: previously missing, on loan
10. Set aside items requiring edits or investigation
11. Print report for items marked as previously missing. Date stamp and file with Stocktake register
12. Print summary report B2 H4 following each entry session. Date stamp and file reports in Stocktake folder.
13. Print a detailed report B2 H4 to locate missing resources.
14. Finalise stocktake- use the day after the last stocktake to write off items missing.
15. Date stamp and sign all reports.
16. Print stocktake report B2 Q1- use last stocktake date for specific location.
17. Calculate the loss rate and note loss on bottom of final report (Q1)
18. Print Current Stock report B2 Q2 using date of last stocktake
19. Principal signs Q1 report and File.

Maintenance

Items requiring repair will be placed in the repair/replace compartment. The following actions will follow:

- Items that can sustain repair will be repaired using specially bought tape.
- If an item is damaged due to over use and/or age replacement will be funded out of the budget.
- Where an item is damaged as a result of student carelessness the student is required to pay for replacement of the item. The student is notified of the damage and cost via a yellow library note.

De-selection

Criteria

Werrington Public School defers to the *Criteria for Culling* (NSW DET 1996, p.28) regarding selection of items for de-selection. The criteria is:

- Physical condition
- Content and format
- Use patterns re interest and suitability to needs

In addition:

- Items missing for a period longer than 24 months will be de-selected as per OASIS Stocktake procedures.
- Items identified as not appropriate as per the disputed materials policy will be de-selected.

Procedure

1. Items are de-selected through out the year.
2. Locations scheduled for stocktake will be reviewed prior to term 4.
3. Items for disposal will have all identifying features removed, such as barcode, call number, school stamp etc
4. OASIS records (<B1> <D1> <C> <E>)are edited to indicate D for disposal as well as the reason (damaged/cull) and date of de-selection
5. Where possible items identified for de-selection will be donated or given away, rather than destroyed.
6. Items with an early accession date, indicating the item as having historical significance to the school will be preserved.
7. Popular and relevant items identified for de-selection due to poor condition are replaced in accordance with the annual budget provisions. Details of the item to be replaced are written on the replacement clipboard.

Preservation

- Fiction and Non fiction resources identified as 'at risk' of damage are located in the reference section. These items include the following titles Where's Wally, I Spy and Guinness Book of Records
- Computer Software is located in strong room to ensure security and is stocktaked each year as per DET Auditor requirements
- Photo albums, trophies and materials of historical significance are stored in the strong room.

Circulation

1. Borrowers
2. Loans

3. Returns
4. Overdues

5. Lost
and
Damaged

6. Disputed
Materials
7. Copyright

Borrowers

- Borrowers are issued with a barcode at start of school (in Kinder) or at time of student/staff refresh each term.
- Barcodes are kept in borrower folder near circulation desk.
- Class lists are printed at start of year and updated each term.

Loans B2E1

Student

- Students must have a library bag to borrow.
- Borrowing Limits apply to all borrowers:
 - Kinder- 1 Junior Fiction Only
 - Year 1- 1 Fiction or Non Fiction
 - Year 2- 2 Fiction or Non Fiction
 - Year 3-6 3 Fiction or Non Fiction
- Students follow the four steps of borrowing:
 - Book, Barcode, Scanner, Library Bag.
- Students with outstanding loans will not be permitted to borrow.

Staff

- Staff are entitled to borrow unlimited items, although OASIS limits are 100 items. Override will be necessary for items over 100.
- Staff with outstanding loans will be permitted to borrow.
- All items required by staff are to be borrowed using OASIS.

Returns B2E2

Student

- Students are required to return items within 10 days of the loan
- Students return items to the returns trolley
- Items returned in poor condition will be subject to the Lost and damaged procedures
- Items will be renewed once

Staff

- Staff are permitted to hold items over a term, 100 days on OASIS. Items will be renewed where possible.
- Staff return items to library returns trolley or desk.
- Items are to be return as complete, not as partial resources

Overdues

Recovery Procedures for Overdue items:

1. Class/Roll notices printed and distributed every 3 weeks.
2. Individual student notices printed and distributed week 8 of each term informing students to either-
 - Return the books- 1 week overdue
 - Return the books immediately- 2 weeks overdue
 - Return books or pay- 3 weeks overdue
3. Yellow notices distributed to communicate replacement cost if the above steps are unsuccessful in securing the return of the item
4. OASIS records amended(B1 D1) to indicate the status of the item: missing, disposed (See procedures), found

Lost and Damaged

Lost and Damaged items are subject to replacement at the cost of the borrower. Parents are informed of lost and damaged items via the overdue notice procedures

- Lost items are noted as **missing** in OASIS and the date noted.
- Damaged items are repaired where possible, otherwise replaced.
- Damaged items beyond repair are written off in OASIS. A D is entered on copies to indicate disposal, the date of disposal is entered
- Payment for lost items is made to the office and the replacement noted on the replacement register.

Disputed Materials

Parents and teachers identifying issues with the content or nature of a resource must complete a disputed materials form (DET Handbook).

The dispute will then be referred to the library committee and the matter investigated. The complainant will be notified in writing of the disputes outcome.

The resource will remain on the shelf during the investigation. The complainant will have the right to appeal the decision through the school principal.

Copyright

The resources and materials within the collection are protected by copyright. Borrowers are bound by copyright law as outlined by NSW DET. In general 10% of an item may be copied.

Library Support

1. Budget

2. Library
Committee

3. Library
Monitors

Budget

Budget Submission Process

1. Reconcile previous year's budget submission with actual expenditure
2. Identify areas requiring funds according to library outcomes, school 3 year plan re curriculum areas, expressions of interest from staff and students
3. Prepare budget submission in accordance with OASIS sub-dissections. Indicate funds required each term with a summary of items to be purchased
4. Submit budget to finance committee in Term 4 before 31st October
5. Prepare alternative budget if a reduced amount is awarded

Budget Management

Each term

- Reconcile budget to account for spending in previous terms
- Calculate remaining funds
- Order items as per budget submission
- Make adjustments to budget re GST, Out of stock items, workshops costs

Upon Receipt of goods

- Check invoice costs with cost at time of order
Reconcile budget to account for item cost, freight and GST

Library Committee

Members of staff wishing to join the library committee volunteer at the term one staff development day meeting re staff responsibilities.

Members of the committee assist with policy decisions, disputed materials complaints, special days and events such as Book Week.

The committee meets officially during term one and two. Additional meetings are held when an issue arises.

Library Monitors

Selection Criteria

Selection of monitors will be based on students meeting the following criteria:

- Be a student in year 5 or 6
- Be a Leader and role model for other students
- Move through the school respectfully to deliver messages
- Be reliable and punctual
- Follow instructions
- Assist younger students with games and activities
- Set up and pack away games and activities
- Shelve books correctly

Selection Process

The Library Monitor Selection Process occurs in Term One of the new year.

1. Students wishing to be selected complete a short application form
2. Classroom Teachers is consulted re student application and appropriateness to position.
3. 10 monitors are selected.
4. Monitors are inducted and presented with a badge during the leadership assembly.
5. Student photos are taken for the Library Monitor sign

Library Monitor Duties and Management

- Set a roster each term with monitors on duty for a week at a time.
- Meet with monitors at the beginning of each term
- Weekly Tasks: Shelving of books, Supervision of lunchtime library activities and Messages and assembly presentations
- Additional Tasks: shelving, special days and events e.g. craft days

ICT

1. Back Office

2. Web Library

3. Interactive Whiteboard

4. Student Desktop

Back Office Desktop

Morning/Start Up with OASIS

1. Click **OK**
2. Enter password Bank
3. Click internet explorer
4. Enter DET login and password
5. Click on DET staff portal
6. Select My Applications
7. Select OASIS. Read page for updates.
8. Click Library (middle icon)
9. At black message screen press **esc**
10. Enter OASIS password
11. Change OASIS user C3 at main menu QU
12. Minimise screen **DO NOT** close down using X

During operation

- Ensure top bar on OASIS window is blue. Click to activate if grey.
- Screen size is altered through properties. Maximum is 26 Font.
- Never close OASIS using the cross **X**, always **C2**
- OASIS can be minimized using top bar controls.
- Access other programs through desktop shortcuts
- Open new Internet window **Ctrl N**

Afternoon Log off

1. QU to main menu
2. Log off OASIS **C2**
3. Log out DET portal
4. Shut down (start menu)

Back up

- OASIS back ups are required following SCIS downloads, General Resource edits, borrower refresh and Stocktake.
- Documents and files are saved to memory stick.

Web Library Terminals

- Web Library enquiry terminals are to be started up each day as part of opening routine.
- Students require DET user name and password to access Web Links
- Terminals are shut down each afternoon

Interactive Whiteboard

- Desktop connected to IWB is started up each morning as part of opening procedure
- Projector is turned on only when IWB is in use, to preserve the bulb.
- IWB is calibrated when necessary (this maybe several times each lesson/day)
- Notebook 10 software to be used during IWB assisted lessons.
- Notebook 10 tool bar is activated each morning using Smart Tool in start up menu.
- Pens remain in side charger unless in use
- Board can be cleaned with a slightly damp cloth
- For technical difficulties consult IWB help and associated manuals

Student Desktop units

- Apple Mac units in the library start up each morning as part of school network timed start up.
- Students enter user name and password to access the network server.
- DET user name and password is required to access internet.
- Students print must obtain permission to print images, documents etc
- Students are not permitted to download items
- Users log out after each session but do not shut down

Library User (on school network)

- Desktop shortcuts and library related documents accessible on the school network e.g Web Library and Werrington library wiki
- Staff and Students access via username Library and password 1
- Staff and students are not permitted to save documents to this user.
- User is maintained and updated by the teacher Librarian

Teaching Programs

Planning/Programming

Beginning of Year

- Identify aspects of 3 year plan influential to Library lesson, KLA units of work or whole school curriculum focus
- Obtain copy of class lists as well as class profile
- Consult BOS documents for changes and updates
- Develop class profile of student knowledge and understanding of library skills
- Circulate Library Overview re borrowing, lesson and student management

Each Term

- Meet with Stage and grade teachers to identify focus areas and content for units of work
- Update class lists and profile
- Consult scope and sequence for outcomes and skills
- Circulate class term overview and lesson plan

End of Year

- Collate and file stage/class programs

Lessons

Prior to Lesson

- Consult program re class progression through unit of work
- Prepare resources and worksheets
- Consult School week ahead for timetable alterations and events

During Lesson

- Follow lesson sequence of: independent reading, borrowing, lesson content and shared reading
- Collect/ Save (if using technology) student work
- Observe and guide student behaviour and performance re PBL (student welfare)

Following Lesson

- Mark student work
- Track student and class progress
- Discuss student behaviour and performance matters with class teacher/supervisor

Assessing/Reporting

- Communicate and report on student performance, progress and behaviour in accordance with school assessment schedule and library schedule.
- Identify KLA/ lesson/units of work areas requiring attention re resource selection, suitability of content

