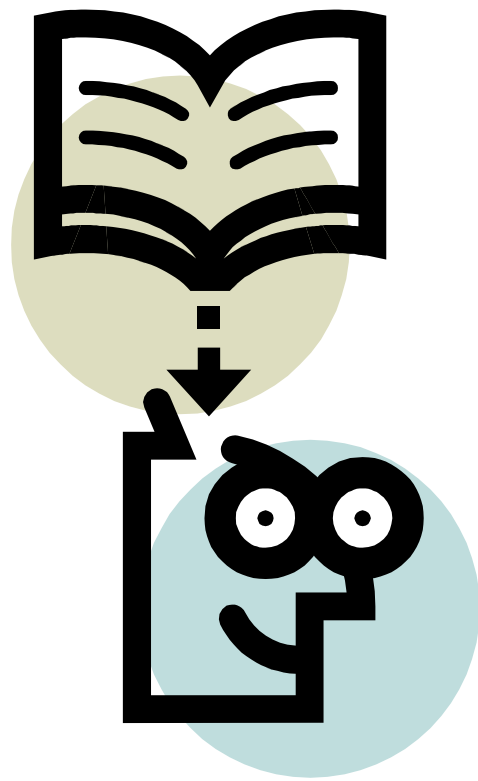


Library Handbook



Werrington Public
School

2009

Acknowledgements

Mrs J Grazotis
2009 Library Committee
Mrs J.Marshall
Mrs S.Tucker
Mrs B.Strahan
Mrs T. Murdoch

Supporting Documents

NSW DET Library Policy 2007
NSW DET Library Handbook
Werrington P.S Library Procedures
Werrington P.S Student Welfare Policy
Werrington P.S Reporting Policy
ALIA Statement on Free Access to Information

Cover: Microsoft Clip Art

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Vision

The Library is a place *to read and learn.*

Students are encouraged to read stories and information books.

Students learn how to use books and digital technology (computers) to locate and select information.

Mission Statement

An ability to read stories and engage with information is vital to a student's ability to interact and interpret the world around them.



Library Services

Werrington Public School library delivers the following resources and services:

- Student and staff borrowing
- Interactive Whiteboard facilities
- Teaching and Learning programs with supporting resources
- Premier's Reading Challenge
- PC and Mac workstations with network and internet capability
- Education Week and Book Week events
- Access to the collection data base through in-house enquiry terminals and Web library (internet)
- Access to library news, information, program support and related initiatives through Werrington Library Wiki

Hours of Operation

Staff: Mon- Fri 8.00 till 4.00

Students: Mon- Thurs 8.45- 3.00

Lunchtime activities: Mon-Wed 1.25-1.45

Library Management

The library services and resources are subject to policy and procedures to ensure consistency and transparency of library operations. Policy, procedures and programs are communicated, reviewed and appraised to ensure the learning needs, abilities and interests of the school community are met.

Collection

The resources held within the library are referred to as the collection. Collection items are managed in accordance with the following procedures and criteria: (See the Werrington Public School Library Procedures Handbook for complete criteria and procedures)

- Selection Criteria- items are considered for selection based upon suitability, relevance, and currency in consultation with staff and curriculum committees
- Acquisition procedures- items are ordered and financed as per NSW DET and Werrington Public School purchasing procedures
- Accession procedures- newly acquired items are added to the OASIS database, covered and labelled before shelving and borrowing
- De-selection criteria- items considered for removal from the collection are appraised according to resource suitability, relevance, and currency

- Stocktake procedures- a bi-annual stocktake is undertaken across the collection to determine the usage and loss of items, as per NSW DET auditor requirements.

Teaching and Learning

The teaching and learning programs are appraised following the completion of units of work in accordance with:

- Student participation and performance in relation to lesson expectations, outcomes and skills
- The quality of the teaching strategies employed to plan, program and deliver lessons

Service Delivery

Effective service delivery is measured in relation to access, usage and relevance. Reviews of services are undertaken via:

- Surveys of staff, students and parents
- OASIS Reports indicating borrowing statistics and resource usage.
- Operational reports prepared annually providing an overview of collection, circulation and teaching

Communication

The school community is informed of the library events, programs and performance through:

- School newsletters and website
- Werrington Library Wiki
- Staff and Student notices and presentations
- Annual reports
- Assemblies

Roles and Responsibilities

The Teacher-Librarian

It is the role of the Teacher-Librarian to work in consultation with the Principal, staff and school community to:

- Develop a relevant and inclusive collection through allocation of the budget and identification of resource needs and priorities
- Management of day to day operations including circulation and communication
- Deliver a relevant and inclusive teaching program supported by appropriate information skills, resources and curriculum documentation
- Ensure access to the resource collection through borrowing, enquiry and communication

The Principal

The School principal ensures the Library remains a relevant and valuable resource to the greater school community through consultation with the Teacher-Librarian regarding the budget, approval of orders and review of annual reports and stocktake figures.

The Library Committee

Management of the library is assisted through the contribution of interested members of staff, working together to identify priorities and develop program initiatives.

Library SASS Staff

It is expected that at least one member of the school administration staff possesses the necessary skills and OASIS library training to perform related library tasks, as assigned by the Teacher-Librarian.

Staff

Staff are encouraged to:

- Work collaboratively with the Teacher-Librarian to develop relevant teaching programs
- Inform the Teacher-Librarian of resource needs and priorities
- Access print and digital resources to support Key Learning Area outcomes

Student

Students are expected to:

- Behave appropriately showing respect for library resources and staff
- Work cooperatively with peers sharing equipment and resources.
- Read and borrow books
- Access relevant information using computer technology in an appropriate and safe manner

Library Monitors

Students from Year 5 and 6 are selected at the beginning of each year to assist the Teacher-Librarian with the shelving of resources, the operation of the lunchtime library program and special events.

Volunteers and Parent Helpers

The Library welcomes the assistance of volunteers and parent helpers to shelve, cover and carry out general housekeeping duties, as assigned by the Teacher-Librarian. Parents and Volunteers are subject to NSW DET requirements regarding Prohibited Persons Working with Children check.

Collection Organisation

Werrington Public School library provides print and electronic resources to teachers and students. The resource collection is organised to ensure ease of access and security.

Teacher Resources

- Computer software
- Audio visual items
- Sound recordings
- Kits of books, music, posters, BLM etc.
- Resource Boxes supporting KLA units of work and literacy programs
- Big Books
- Teaching materials such as books, BLM, syllabus and departmental documents

Student Resources

- Junior Fiction books for beginning and emergent readers
- Fiction books for emergent and confident readers
- Non Fiction books for interest and research

Special Collections

- Reference books- fiction and non fiction items, including encyclopaedias not for borrowing
- Red box series- F and NF series titles placed in red boxes
- Premiers Reading Challenge- books included on the Premier's Reading Challenge lists: K-2, 3-4 and 5-6
- Graphic Novels- comics and graphic novels, located in the Fiction section (F GN)
- Movies- novelizations of movies, located in Fiction section (F MOV).

- Support Unit- resources located in the support unit, as purchased by the support unit (SU)
- ESL- resources to support the English as a Second Language program and students, located in the ESL room
- STL- resources to support the Support Teaching Learning Assistance program, located in the STLA room
- RR- Class reading resources located in the Reading Room

Borrowing

The OASIS computer data base system is the means by which all library resources are circulated i.e. borrowed, tracked and returned. Items borrowed from the library are considered the responsibility of the borrower.

Barcodes

Resources are allocated a barcode as part of the accessioning process (see Procedures handbook). The barcode is used to track the usage and status of each resource.

Staff and students are assigned a borrower barcode to borrow resources, track loans and overdue items.

Borrowing Limits, Returns and Overdues

All staff are entitled to borrow unlimited items for a period of 100 days.

Students are permitted to borrow according to their grade level for a period of 2 weeks. Student borrowers require a library bag.

Items are considered overdue when not returned within the specified time frame. Overdue notices are issued twice a term to both staff and students.

Lost and damaged items

Borrowers are responsible for the cost of repairing damaged items and the replacement of lost items.

Disputed Materials

Items that raise concern regarding appropriateness of relevance are assessed according to the Disputed Materials Policy and Procedures (NSW DET Library Handbook).

Reading

Reading requires both ability and skill to interpret and critically evaluate meaning. The library encourages and enriches the reading opportunities of students, acknowledging their right to read print and digital material for recreation, interest and education.

Independent Reading

Students select reading material based upon personal interests, ability and recommendation.

Shared Reading

Reading materials selected by the Teacher-Librarian and teaching staff are aimed at entertaining, persuading or informing students of reading conventions, themes or ideology.

Guided Reading

Reading material is selected to provide students with knowledge and understanding of reading conventions, literature themes and information.

Borrowing

Students select books to read independently or to share with their families at home. Borrowing books builds a student's confidence and ability to read.

The Teaching Program

The library meets the reading, learning and information needs of students through a combination of skills, relevant books and digital resources to support the school's curriculum content.

It is the key role of the library to create Information Literate learners i.e. learners who are critical and capable of identifying relevant, reliable and appropriate information.

Planning, Programming and Teaching

- Planning- establish an awareness of student ability, experience and KLA content through collaboration with classroom and support staff
- Programming- combine KLA outcomes; skills (see below) and subject matter .to develop units of work
- Teaching- utilise print and digital resources to engage students in significant learning experiences

Program Initiatives

Additional learning experiences are sought to enrich student's ability in applying skills. Sources for learning tools and programs include:

- Centre for Learning Innovation
- Det Book Raps
- TaLe
- Webquests

Information Computer Technology (ICT) Skills

Students require skills to access information using computer technology (interactive whiteboard, computers, software and the internet).

Information Skills

- 5Ws- students ask and answer Who, What, Where, When, What and Why questions to guide recall and research of literacy and information texts
- The Super 3 (developed by M B. Eisenburg and R E Berkowitz)- students track progress and performance by planning, doing and reviewing their work
- Information Skills Process- students use the six information skills (promoted by NSW DET) of defining, locating, selecting, organising, presenting and assessing to research efficiently and effectively

Literacy Skills

- Comprehension strategies- students apply lateral and inferential skills to understand literature
- Critical literacy- students consider the relationships and meaning within literature and how they relate to their own experiences
- Visual Literacy- students interpret literature through visual cues, image and design

Student Expectations

A student's participation and performance are crucial to their success as a user of the library, literature and information. (see pg9 Student Role)

Student efforts are acknowledged as per Werrington Public School Student Welfare Policy and Procedures. In addition class and individual student efforts are acknowledged through library initiatives.

Assessment and Reporting

Assessment and evaluation of individual and class performance is undertaken to determine the effectiveness of library teaching programs.

Student efforts are communicated to:

- Staff as per the Library Assessment and Evaluation Policy and Procedures
- Parents as per the Werrington Public School Reporting Policy and Procedures.