



Saint Maroun's College



Library Policy



LIBRARY POLICY

INTRODUCTION

St Maroun's College, at Dulwich Hill, is an Independent Catholic Co-Educational school from Preschool to Year 12. The College is under the care of the Maronite Sisters of the Holy Family with a dedicated and professionally qualified teaching staff.

St. Maroun's College Library is one unified organization uniquely situated on two locations in the college grounds. Serving distinct and different educational roles but always working together.

The Primary Library serves the specialized needs of Primary students (K-6) and is situated on the grounds of the Primary School. The Senior Library serves the specialized needs of secondary students (7-12) and is situated on the grounds of the secondary school. Jointly, both institutes' serve the collective needs of the whole St. Maroun's College Community.

St. Maroun's College Primary and Senior Libraries serve as a vital component of the education process of the students at St. Maroun's College. The Libraries are for the use and benefit of all staff and students of the College and the resources particularly support the college curriculum and the teaching programs.

Through a planned program of acquisition, organization and dissemination of information and skills the library's goals can be evidenced in the following functions:

Informational. The Primary and Senior Library helps students turn information into knowledge. The library provides the students with the opportunity to use information to enhance their knowledge, understanding, imagination and enjoyment of information, regardless of format.

Educational. Through integration with classroom teaching, the library supports all students and in acquiring and practising the educational skills that are imbedded in the college's goals and Mission Statement.

Cultural. Provide access to local, regional, national and global resources that encourage cultural and social awareness and sensitivity.

Recreational. Develop and sustain in the students the habit and enjoyment of reading through the provision of a wide variety of reading material.

VALUES

St. Maroun's College library policy has been developed in keeping with the Values of the St Maroun's College Community.

1. The library supports the task of the college to provide an education of the highest possible standard for our students, using the resources available to us.
2. The library equips students with life-long learning skills and develops their imagination, enabling them to live in the community as responsible citizens.

3. Seeks fair access to programs, resources and support structures.
4. Provides materials that promote the free flow of information and ideas through open access to materials that offer a variety of viewpoints on contemporary issues.
5. Offers the opportunity to develop literacy skills that will allow students to manage complex information, regardless of format, in this age of information.
6. Provides access to local, regional, national and global resources that expose learners to diverse ideas, experiences and opinions.
7. Develop an awareness of the diversity and individuality of all people.
8. Promotes the library's resources and services to the whole college community and beyond.
9. Seek to provide excellence in professional service to the college community.

VISION STATEMENT

The motto of St. Maroun's College is "Faith, Friendship & Honesty" and our Faith in Jesus Christ is the foundation of our work in the college community. The education of our students in the Maronite Catholic Tradition and the ongoing support of our parents in the faith development of their children are our primary concern. This philosophy provides the basis on which the Primary and Secondary Library operate.

St Maroun's College is committed to ensuring, so far as is reasonably practicable, the health and safety of all workers, students, and other persons who are legally present on College premises.

PRINCIPLES OF ST MAROUNS COLLEGE LIBRARY

St. Maroun's College Primary and Secondary Library will:

- Support and be consistent with the educational goals of the college, the Catholic Education Office, NSW Board of Studies and the aims and objectives of college's teaching and learning programs.
- Reflect the cultural interests of value to the student's families.
- Provide materials that will stimulate growth, expand literary and aesthetic values and support ethical standards.
- Meet the individual needs, abilities, emotional development and learning styles and interests of students and staff.
- Reflect student diversity in culture, gender, levels of maturity, special learning needs or socio-economic background.
- Identify the format, be that text, online, digital, audio-visual, that best serves the intended use of this material.
- Enrich the curriculum and support the Heads of Department and the teachers in the delivery of educational programs to students.
- Be selected after due consideration is given to the reputation and strengths of the author, producer and publisher.
- Critically assess online resources before recommendation for use by students.

St. Maroun's College Primary and Secondary Library will enable students to:

- Develop their full spiritual, academic, personal and cultural potential.
- Deepen their understanding of the values of Christ and appreciation of the Maronite Catholic faith.

- Access material from the collection that is best suited to their ability level and needs.
- Connect to people and ideas that support and foster intellectual freedom in all forms of communication.
- Utilise developing technology in order to locate and evaluate information to answer educational and recreational needs and interests.
- Obtain skills that will promote lifelong learning.
- Foster a love and appreciation of literature and reading.
- Access current and accurate content in a variety of media.
- Develop and attain the proficiencies in the many literacies which are required to succeed in an ever changing technology based society.

Establishment of Consultation Arrangements

The WHS Committee (formerly OH&S Committee) of the College was established in 20???. The Committee was established with representatives from both management and teaching staff with the following major objectives:

- Facilitate co-operation between St Maroun's College and its employees in developing and carrying out measures designed to ensure a safe and healthy working environment
- Formulate, review and disseminate to employees of St Maroun's College the standards, rules and procedures relating to WHS

SECTION 1 – STAFFING

St. Maroun's College library resource centres provide essential information services for the planning and implementation of the College's teaching and learning programs. The quality of this service depends critically on the quality of the staff that provides it.

*“Both **professional** and **support** staff are needed for the effective functioning of the school information services centre (school library resource centre) and the achievement of the desired learning outcomes. The person responsible for managing the college library resource facility should be a qualified teacher librarian. “*

[Learning for the Future: Developing Information Services in Schools. 2001 p.59]

1.1 List of college library resource centre personnel

- **Xenophon Anagnostou** [Senior College Teacher Librarian since 2004]
- **Margie Tubbs** [Primary College Teacher Librarian since]

1.2 College library resource centre personnel role descriptions

St. Maroun's College Senior Library is staffed by a fulltime(since 2004) qualified Teacher Librarian

[Xenophon Anagnostou: BSc (Biological Sciences); Post Graduate Diploma Education (Sec Sci); MAppSc. Library and Information Management].

The Teacher Librarian is both a teacher and an information manager. As such they are responsible for the integration of curriculum and teaching & learning styles with resources and information services, including Information & Communication technologies (ICTs). The Teacher Librarian should have an active role in curriculum design, support and implementation, and collaborate with teachers to deliver outcomes.

St. Maroun's College Teacher Librarian should:

- Promote excellence in Information Literacy and transliteracy Skills as part of the curriculum;
- Work collaboratively with staff and with students to achieve an excellent standard of Information Literacy, which includes how to use the Library and the online Library Catalogue; how to search the internet safely and effectively; how to evaluate the usefulness and credibility of websites; the use of search engines, databases and the deep web to enhance research skills.
- Provide training for staff in the use of ICTs in the curriculum.
- Promote the Library as a place for useful study, reading for enjoyment and other appropriate leisure activities, including the creation of a stimulating environment.
- Develop and maintain policies.
- Oversee the efficient day-to-day administration of the library, including resource collection and budgeting.
- Collaboratively devising and implementing programs for information literacy, resource discovery, literacy and to encourage reading.
- Having a key role in the development and implementation of the college's cybersafety, information and communication technology (ICT) program.
- Developing, organising and managing information resources that meet the educational, cultural and recreational needs of students and the professional needs of teachers.
- Devising and delivering professional learning opportunities to college staff as well as participating in library-related professional learning activities.
- Being responsible for all library management, including:
 - Collection development and management
 - Preparing and administering library and information management Policy (policies) for the college
 - Ensuring equity of access to resources
 - Preparing and administering the library budget
 - Training and supervising library personnel, including volunteers
 - Evaluating and reporting on library programs
 - Organising the library including devising and implementing systems for efficient library operation

Library Assistant

In the future a **Library assistant** is required to allow the Teacher librarian to fully commit themselves to their role. Once employed, they would be a member of the support staff of St. Maroun's College.

A **Library Assistant** would provide the Teacher Librarian with clerical support, and:

- Help staff and students access print, audio visual and electronic resources and other facilities the library offers. *NB the Library Assistant will record, at a teacher's request, television programs on Pay TV, but will not record those on free-to-air television.
- Process and prepare resources.
- Assist with the maintenance of bibliographic and user records, stock take, maintenance of facilities inc. displays, shelving and security procedures.
- Basic cataloguing, borrowing and returning of facilities..
- Free Teacher Librarian to completely support staff and students with teaching and learning while maintaining and staffing the library facilities

At present the college does not have a library assistant in either library but would benefit with one in the future, especially as the students population grows. If employed they would be shared by both libraries.

The Teacher Librarian is entitled to a recess and lunch break.

St. Maroun's College Secondary Teacher Librarian Break Periods.

Currently, Recess break is approximately 10 min after the recess bell. Period 5 is the designated lunch time for the TL. During these times the library is closed to unsupervised students. Year 11 or 12 students timetabled for a study lesson at these times need to be directed to supervised facilities or be supervised by a teacher until the TL returns to the library.

St. Maroun's College Primary Teacher Librarian Break Periods.

Related documents

ALIA/ASLA Statement on Teacher Librarians in Australia accessed at
<http://www.alia.org.au/policies/teacher-librarians.html>

Learning for the Future: Developing Information Services in Schools 2nd ed.

Standards of Professional Excellence for Teacher Librarians accessed at
<http://www.alia.org.au/policies/teacher-librarian-standards.html>

Tasmanian School Library Guidelines accessed at
<http://www.education.tas.gov.au/delic/school-lib-guidelines/section1/staffing.htm>

SECTION 2 – USING THE LIBRARY AND RESOURCES

St. Maroun's College Library is the foundation of all teaching and learning in the Senior College.

POLICY STATEMENT

1.1 Libraries are an essential resource within education centers to support teaching and learning in the context of syllabus and curriculum requirements.

1.2 Libraries provide teachers and teacher-librarians with resources to teach the curriculum and students with resources for individual learning and recreational reading.

1.3 Principals and teacher-librarians are responsible for the development of an educational program and a detailed description of the support each library provides to meet the particular needs of the students of the college.

The resources in St. Maroun's College Library collection cater for all KLA integration, and it provides support for teaching and learning programs. Resources are continuously updated to accommodate for interest, want and need for students, the staff and the college's community.

St. Maroun's College Library operates using the Oliver Inquiry system – provided by SoftLink, through CEO Sydney. Students and staff have access to using the OPAC inquiry and account inquiries via the internet through the use of St. Maroun's website library portal or directly by following this web link: <http://oliver.stmarouns.nsw.edu.au/oliver/libraryHome.do>.

TEACHER AND COLLEGE STAFF BORROWING

Teachers and college staff are permitted to borrow up to 200 resources at one time. Each term, staff will be issued with a list of current loans. This will occur mid-term and one week prior to the end of term. Resources which are still required will need to be renewed. Resources can be renewed using the Oliver access via the internet or portal link on the St. Maroun's College website or the web link at <http://oliver.stmarouns.nsw.edu.au/oliver/libraryHome.do>.

Wherever resources are borrowed from the library it is expected that teachers scan, email or manually input the barcode under their account. This will prevent missing resources and it will allow other teachers in search of the resource ease of location. Should teachers be sharing resources, it is expected that these resources be returned to the library and rescanned to the new borrower.

Staff who are passing on resources within classrooms are expected to access the Oliver Circulation Desk by using the link from the St. Maroun's College Internet to change the loan details of the resource or inform the library via email so the teacher librarian can make adjustments. Where resources are missing in action, the staff member held responsible for replacing the resource will be the person who has the resource held under their account.

BORROWING AND RETURNING RESOURCES

Each staff member is expected to become familiar with using OLIVER. Staff who need professional development in the use of OLIVER are required to organize an appropriate time with the Teacher Librarian to receive the required training.

The procedures on how to use OLIVER are also located on the OLIVER website (<http://oliver.stmarouns.nsw.edu.au/oliver/libraryHome.do>) under "*Help for New Users*". Teachers can watch the online video and follow the instructions.

BORROWING RESOURCES

All resources will need to be recorded at the Oliver Circulation Desk.

Where the circulation terminal is un-operational, all resources borrowed will need to be recorded in the manual borrowing book – located in the circulation desk drawer. Should staff members require resources, with the aid of the teacher librarian, please allow time for resources to be retrieved. A minimal disturbance during class time is appreciated.

RETURNING RESOURCES

Upon the return of resources it is expected that staff members place all resources in the Returns Box. Resources will then be processed by the Teacher Librarian and returned to their location on the shelf, or placed in the allocated spot on the blue trolley behind the circulation desk.

DIGITAL EQUIPMENT

All digital equipment will require authorisation and recording by the Teacher Librarian. The components of the digital resources will be verified upon borrowing and again upon return.

All content will be the responsibility of the staff member borrowing the equipment. Please ensure that the equipment is collected before 8.30 am, after 3.15pm, or during recess and lunch. During Lessons the Teacher Librarian will not assist teacher seeking equipment as

SeniorLibrary and not just sit passively and let the students be self-directed.

The Teacher is required to:

- Seat students on entering the library.
- Organise the laptop or net book the student will use prior to the lesson.
- Use the laptops on the wall first before allowing the use of netbooks to students
 - they are better technology, don't rely on Wi-Fi and are hardwired to the internet and school network.

When assigning laptops or netbooks:

- For laptops on the wall assign the first 10 students on the class roll to use.
- For netbooks assign a netbook for the remaining students on the roll.
 - The teacher running the lesson is responsible to hand out and collect the netbooks.
 - Check each netbook is turned off properly before returning to its numbered locker.
 - Check there is no damage to the netbook.
 - Make sure all netbooks are returned and placed in the correct locker.
 - Make sure the power is connected properly to the netbook before closing the locker.

This helps minimize and track damage and vandalism to computer equipment easier during booked lessons. Teachers who fail to follow this procedure may lose library privileges for future lessons.

The Teacher librarian may assist but is not responsible for the class or the lesson undertaken in the Senior Library. The supervising teacher is responsible in running and managing their lessons in the library.

If a teacher needs the Teacher librarian to lead the lesson it needs to be planned at least two days in advance. The specific literacies which will be taught clearly outlined and their link to the subject outcome identified prior to the lesson.

If the teacher needs the Teacher librarian to team teach, again, this needs to be planned in advance and clearly specify how they can assist in the lesson.

Due to the lack of support staff in the Senior Library the Teacher Librarian has enough work in managing the facility without adding to that load by taking control of poorly organized or

badly planned library lessons.

SECTION 3 - LIBRARY MISSION STATEMENT FOR ST. MAROUN'S COLLEGE

St. Maroun's College Senior Library exists to provide high quality education, stressing the needs of the individual; through the interaction of children, parents, staff and community and the utilisation of specialised programs, committed staff and effective resources.

STATEMENT OF PURPOSE

The purpose of the St. Maroun's College Senior Library is to:

- Provide a flexible and supportive environment in which to develop skills in understanding and using information effectively.
- Promote life-long learning through the acquisition of developmental information literacy skills and using technology in a dynamic learning environment.
- Provide learning activities within collaborative programs that implement curriculum, incorporate resource-based learning, focus on outcomes-based education and explicit teaching practices. Provide an organised and current collection of learning resources to support curriculum needs and departmental policies.
- Provide a collection that will reflect the curriculum, recreational and interest needs of the college community.
- Promote recreational, social, literature, and technology activities.
- Provide management practices that promote equity of access to resources for the college community and ensure delivery of efficient library services.

ST. MAROUN'S COLLEGE SENIOR LIBRARY COLLECTION FUNCTION

- **St. Maroun's College Senior Library** provides resources for many different groups of users. The groups catered for are staff, students, parents and the community.
- **St. Maroun's College Senior Library** provides resources for its users through a range of media, including books, posters, videos, computer software and online services.
- **St. Maroun's College Senior Library** resources meet a range of user needs including curriculum, technological, interest, cultural and recreational needs.

ST. MAROUN'S COLLEGE COLLECTION GOALS

The library collection at St. Maroun's College Senior Library will:

- Provide access and availability of library resources to the college community
- Maintain effective control of all the library's resources
- Support the curriculum and facilitate teaching programmes
- Encourage the use of the library and its resources for recreation
- Provide access to various forms of technology, eg. Projectors, cameras,

- recorders, software, hardware, Internet and computers etc.
- Provide expert advice from the Teacher Librarian relating to the information needs of the college community.

ST. MAROUN'S COLLEGE SENIOR TEACHER LIBRARIAN PURPOSE AND RESPONSIBILITY

The Senior Teacher Librarian:

- Provides opportunities to develop information skills and to use the skills competently and with confidence for lifelong learning
- Is involved in collaborative teaching and learning, curriculum planning and in program development
- Is involved in the provision of the information-related resources integral to the planning, implementation and evaluation of the curriculum of the college
- Is a member of the college's total teaching staff and as such is actively involved in collaborative teaching and learning, college curriculum planning and in program development
- Is a specialist teacher who develops, manages and evaluates, on behalf of the Principal, systems and procedures which include:
 - library budgeting
 - selection and culling
 - ordering and acquisitions
 - cataloguing and classification using the Colleges Catalogue Information Service
 - processing of materials
 - circulation
 - stock control

SECTION 4 – PROCEDURES MANUAL

This section details the procedures to be followed when cataloguing and physically processing new resources. The standardisation of tasks will ensure that staff and parent volunteers are able to work independently on the processing line and that items will be uniformly presented in the collection.

Whilst the key tasks of cataloguing is the responsibility of the Senior Teacher Librarian, other accessioning and processing activities may be delegated to the Library Clerical Assistant (once hired) and/or volunteers (if available).

The general steps in the processing of resources are described in the accompanying flow chart. These procedures apply to all resource formats. Additional details of the specific procedures required for particular resource formats are listed in the following pages.

GENERAL PROCEDURES INFORMATION FOR THE SENIOR COLLEGE LIBRARY

ACQUISITION

Acquisition is the process of obtaining previously selected resources for the library's collection (Dillon, 2004, p.36). The Senior Teacher Librarian is ultimately responsible for acquiring new resources for the library at St. Maroun's College Senior library.

SEARCHING

The Senior Teacher Librarian is responsible for searching and verifying the price and supplier for each resource using the selection tools detailed in Section 2.

Where a resource is offered by several suppliers then the Senior Teacher Librarian shall search for the best price and service available.

ORDERING

The Senior Teacher Librarian will order resources from suitable, dependable, fast and efficient suppliers. The Senior Teacher Librarian will keep a copy of each order for Library records.

ACCOUNTING

The Office Accounts Manager is responsible for paying the accounts ordered. The Senior Teacher Librarian will keep a running record of all resources ordered in the Senior Library Orders Folder. It will list the total yearly budget allocation, goods ordered, money spent and a running budget total annually.

ORDERS RECEIVED

Check the condition of the items for faults and damage. Notify The Senior Teacher Librarian of any discrepancies with respect to the invoice or the item itself.

Inform person who requested the item on its arrival and check urgency of access. Check donated items against the Library selection criteria.

STAMPING

Stamp all items with the college library stamp, in the following position:

- Books, periodicals, notes and instructions manuals – title page and throughout body but not over text or pictures
- Kits, audio visual, video cassettes – outside labels and on individual parts (eg. on the label of the audio cassette/video itself, throughout written notes/booklets)
- Computer Software and CD Roms – label on computer software disks, tiTeacherLibrarians sheet inside plastic CD Rom covers.

CATALOGUING

All resources are allocated a call number which may comprise:

<i>Location symbol</i>	T.REF
<i>Dewey classification number</i>	371
<i>First three letters of main entry (suffix)</i>	COI



SCIS bibliographic services, namely SCIS web, provide the majority of cataloguing records. The College Teacher Librarian will access SCIS records and will use these to catalogue resources. SCIS is automatically accessed through Oliver Inquiry by using the Z-cataloguing option.

The Senior Teacher Librarian will create original cataloguing records, when those items are not listed by SCIS. When completing the manual record there must be care with *Keyword searches*. It is pertinent that these are manually checked. This will ensure that books are located by their theme and title, rather than only their title.

The Senior Teacher Librarian will use the OLIVER data entry sheet and the following standard cataloguing tools:

- *Abridged Dewey Decimal classification and relative index*, 13thedn. 1998, Forest Press, Albany, NY.
- *Anglo – American Cataloguing Rules*, 2ndedn, 1998, American Library Association, Chicago
- *SCIS Subject Heading List*, 3rdedn, 1994, D.W. Thorpe, Melbourne.

BARCODES

The barcode has a unique number for every resource. On the barcode's code they are three different sections:

R = Resource



Resource ID number

1820 = St. Maroun's College Code

The Resource ID number is recorded in or on the resource within or just outside of the college stamp. It is recorded with the complete resource ID number.



Resource ID number within college stamp

LOCATION SYMBOLS

Resources which are shelved in particular locations, have a symbol written above the classification number. The symbols which are used are listed below in the OLIVER Authority file.

Senior Library

Primary Library

AV	Digital and Electronic Equipment	(AV Room)
BB	Big Book	(TR Room)
CH	Charts	(TR Room – picture packs)
CR	Cassette Rack(Including CD)	(TR Room)
CS	Computer Shelf	(AV Room)
DV	DVD Rack	(AV Room)
EQ	Equipment	(VC Storeroom)
F	Fiction	(Main Library)
JF	junior Fiction	(Main Library)
M	Music	(AV Room)
MR	Magazine Rack	(Main Library)
MS	Maths Storeroom	(TR Room)
NF	Non-Fiction	(Main Library)
OF	Library Office	(Library Office)
PR	Poster Rack	(TR Room)
REF	Reference Collection	(Main Library)
RC	Readers' Circle	(TR Room)
RR	Reading Recovery	(TR Room)
TRS	Teacher Reference	(TR Room)
VR	Video Rack (Including DVD)	(AV Room)

DEFINITIONS

Together, cataloguing and physical processing involves the preparation of newly acquired items for use and loan. Cataloguing is the process of creating records which describe and identify resources being added to the Library Collection.

Cataloguing entails:

- Developing a standard description of each item (Descriptive Cataloguing)
- Assigning subject headings to allow retrieval by subject (Subject Cataloguing)
- Allocating each item a call number to provide shelf location (Classification)

Physical processing involves four tasks, namely:

- Owner classification – placing the library stamp and a unique accession number on and within each item
- Borrower identification – securing a barcode onto the item so that it may be circulated
- Location identification – attaching the resource's call number to the item
- Protection procedures – using protective materials (including plastic, contact and reinforcing tape) to increase the durability of resources.

SECTION 5 –LIBRARY CATALOGUE & PHYSICAL PROCESSING

PURPOSE

Cataloguing enables:

- All college resources to be consistently recorded
- Individual items to be located and retrieved within the library and in other college storage areas
- Users to become familiar with standardised systems for accessing resources

PHYSICAL PROCESSING FACILITATES THE:

- Identification of the College Library resources
- Locating and shelving of items
- Circulation of resources
- Extended durability and use of resources

RESPONSIBILITY

Cataloguing is a professional task. The teacher Librarian may delegate some of the cataloguing activities to the Library Clerical assistant. However, the key processes must be carefully supervised by the TEACHER LIBRARIAN. This is to ensure the reliability and consistency of catalogue records. The Teacher Librarian will consult with the Clerical Assistant, regarding original cataloguing

Similarly, the physical processing duties may be delegated to the Library Clerical Assistant and Parent volunteers, under the TEACHER LIBRARIAN's supervision. (NSW Department of Education, 1986, Section 6.2.5, QLD Department of Education, 1991, p.102).

COLLECTION EVALUATION

Collection evaluation ensures that the collection remains a dynamic and relevant source of support to the college community at ST. MAROUN'S COLLEGE.

The library collection must be evaluated so that it reflects the needs of its users.

The Teacher Librarian is responsible for regular and on-going collection appraisal through:

- collection mapping,
- user surveys,
- comparisons with DET & CEO lists and
- analysis of usage patterns and trends.

POLICY GUIDELINES

All college teaching and learning resources (whether purchased, donated or issued, should be centrally recorded in the College Library collection.

The cataloguing and physical processing of resources is to be conducted as efficient and consistent as possible, to enable items to be available for use within the shortest possible time of being received.

New items will be processed in order of need (by staff and students), then by the order in which they were received.

Generally, resources should be processed before they are available for loan. However, if an item is required urgently by a staff member, it may be loaned before being processed, as long as the resources are written in the Manual Circulation Book.

Original cataloguing will only be used for those items, which don't appear on the SCIS database. If a SCIS bibliographic record is not available, the Teacher Librarian should contact SCIS and request assistance. A Temporary original cataloguing entry may be created by the Teacher Librarian for particular resources, utilising the OLIVER data entry form and standard cataloguing tools – listed in the Procedures manual.

Local additions and changes may be added to the SCIS records, including limiting the Dewey numbers for NF resources, to three decimal places. When appropriate, NF books may be re-catalogued as HF, JF or F if the Teacher Librarian believes the books will be better accessed from that location, rather than Literature 800 or Folktales 300 in NF.

The collection is divided into two libraries on campus (Senior and Primary) with each containing several sections for ease of storage and access. A symbol will be written above the call number, to assist in locating the item (refer to Procedures Manual).

Each resource format will have specific procedures regarding the positioning of barcodes, call number tags and the form of protection required to increase the items' durability. The standardisation of such procedures is necessary for the neat appearance and uniformity of the library collection, to assist users and for ease of shelving and stocktaking.

Equipment such as computers, monitors, CD Players, Digital and Video cameras and other electronic devices will also be catalogued as a means of reliable tracking of such items,

PHYSICAL PROCESSING DETAILS

CD-Roms – store in plastic CD covers. Place barcode and call number label on disc. Place sticker containing accession number on container.

Plastic hanging bags – Used to protect and store Big Books (and additional small books) and Picture Kits. Place Barcode on the bottom left hand side of the book and the call number on the back top right hand side. Write the title and call tag details on a sticker and place on the top right hand side of the hanging bag. Cover barcode and

labels with contact.

Call numbers and accession numbers – Using a permanent pen, write these numbers on the: Top right on the back of books and Left hand corner of posters, pictures, charts, maps and cards. Front inside covers of video containers, audio cassettes, CD Rom discs.

Video and Audio Cassette labels

Also write the accession number of books, periodicals, notes and instruction manuals, on the tiTeacherLibrarian page (inside the College Stamp), using a Black pen. The accession number are the first set of numbers on the barcode, eg. R25131 4599 – write 025131 as the accession number. 4599 is the college's number.

Barcodes – Allocate the same barcode number to all parts of a kit. Issue each volume of a multi-volume resource its own barcode. Apply the barcode to the Front Bottom left hand corner of every resource book. Do not cover ISBN. Cover barcode with contact.

Call Number Labels – Use a fine black permanent marking pen to write call number labels, if you have been unable to print them on the computer. Apply the following positions then cover with contact:

- The base of the spine of books, folders, video cases and kit boxes (when the spine is wide enough)
- The back top right hand corner of books, periodicals, notes and instruction manuals (where the spine is relatively narrow)
- The front top left hand corner of picture kits and maps
- Write call number (in medium black permanent ink pen) on top right hand corner of individual posters, pictures and charts.

Covering— (Trained parent volunteers and/or Library Clerical Assistant)

- Paperback books – staple along spine then cover with contact
- Hardcover books – Cover with contact
- Dust jackets – Remove (laminare and display) and cover book
- Posters – If necessary, laminate posters
- Physical protection for computer software and audio visual resources – where copyright permits these resources may be copied and the originals stored as the master copies.

Parent Helpers – Some volunteer parents may be trained by the Teacher Librarian to cover books using contact. These books are housed on a shelf inside the Library Office door and parents periodically drop by to collect them. Books are returned within a week.

Check readiness for use and loan - (Teacher Librarian) Ensure that the following tasks have been completed:

- College Stamp
- Accession Number
- Barcode
- Call Number Label
- Covered with contact

Fully processed resources may be:

- Displayed at staff and stage meetings, prior to being available for loan
- Displayed on the Library's *New Resource Stand* for teachers (outside the TR Room) and *New Books Shelf* for Students (beside the Smart Board)

Shelving - Teacher Librarian, Clerical Assistant and Monitors

- Audio and Visual cassettes, computer software and CD Rom discs should not be stored near any magnetic fields (electrical appliances)
- Videos and DVDs are to be shelved vertically

REPAIRS

Minor repairs (Recovering, Taping) may be carried out. At no time should sticky tape be used within books for repair. Contact is to be used to avoid long term damage. Items requiring major repair may need replacement and should be referred to the Teacher Librarian.

SECTION 6 – LIBRARY SELECTION

PURPOSE OF SELECTION

The purpose of the selection and acquisition policies are to develop a well-balanced collection that supports the curriculum and teaching needs, and caters to the needs and abilities of the students. It should provide literature to foster a love of reading that supports the library as the information hub of the college.

AIMS OF THE LIBRARY

The **Library Collection** at St. Maroun's College aims to support and enrich the college's teaching and learning programs. It also strives to meet the various cultural, recreational and professional needs of the students, staff and the wider community.

The **Library Program** aims to facilitate the development of students' lifelong learning skills, by providing dynamic and relevant teaching and learning experiences, which support the college's various teaching and learning programs. This aim is based on the effective implementation of Resource Based Learning (RBL) including the Information Communication Technologies (ICT), Information Skills (Define, Locate, Select, Organise, Present, Assess), Information Literacy, and collaboratively linking the structures to class learning.

RESPONSIBILITY FOR SELECTION

Selection is 'the process of deciding which resources the college acquires, either through purchase or other means' (*Handbooks for College Libraries, 1986, p.26*).

Although the Principal is accountable for all educational and administrative matters in the college, the Teacher Librarian is responsible for coordinating the selection of Library

Resources (*Handbook for College Libraries*, 1996, p.2). Selection is made within the budget available to the Library. Staff, with a knowledge and interest in specific Key Learning Areas (KLAs), together with the Teacher Librarian selects appropriate resources.

Donations of the Library resources may be made by individuals and organisations. In such cases, the Teacher Librarian is consulted in the selection process. These materials are subject to the same selection criteria as college purchased items.

SELECTION CRITERIA

The Library collection currently consists of print, graphic, audiovisual and electronic resources. All resources at St. Maroun's College (including donations and loans) will be evaluated and selected according to the following general criteria:

- Authority
- Scope
- Reliability
- Treatment of subject
- Suitability for particular age groups
- Subject interest
- Special features
- Format
- Price
- Potential use

For further details of these general criteria refer to the *Handbook for Teacher Libraries* (1996, pp.101- 102).

The selection criteria for St. Maroun's College Library supports the outcomes of the:

- Libraries in NSW Government Colleges: Policy Statement, 1987
- Statement of Freedom to Read (1990), amended 1985 (Appendix 1)
- Statement of Free Access to Information, 2001 (Appendix 4)
- Australian College Library Bill of Rights, 2000 (Appendix 3)
- ALIA/ASLA Joint Statement on Library and Information services in Colleges, 2003 (Appendix 5)

All resources will reflect departmental policies on multiculturalism, equity for boys and girls, education for the gifted and talented, and integration of students with Special Needs.

The resources will support resource-based learning, taking in to account students' abilities, ages and cultural backgrounds.

Specific criteria will also be used for the selection of particular resource formats **SELECTION**

TOOLS

The materials will be selected based upon the use of standard reviewing tools such as, selection aides, publishers' catalogues and review journals, eg. SCAN, Magpies, Classroom.

Materials for St. Maroun's College Library will be physically examined if evaluative reviews

are unavailable.

Non-print materials (Videos, CDs, Computer Software) will be previewed prior to purchase.

St. Maroun's College Library will select, where possible, a range of resources to support the major language, cultural, religious and ethnic groups represented by the college community.

FORMATS INCLUDED

At St. Maroun's College Library the resources selected will include print materials (Junior Fiction, Fiction and Non-Fiction books; Teacher Resources; Big Books; Reading Resource packs; Posters; Subscription magazines), computer software, video-recordings and internet services.

DUPLICATE COPIES

Popular fiction titles will have a limit of two duplicate copies. Where resources are selected as class sets, a maximum of seven duplicate copies will be made available to its users.

DONATIONS AND GIFTS

In the case of donations the Teacher Librarian will consult the selection process outlined in Section 2 of the Collection Management Policy. These materials will be subject to the same selection criteria as college purchased resources.

LIBRARY BUDGET AND PURCHASING

The selection of new resources is linked to the careful consideration of the library budget. A college library budget is prepared in consultation with the college community. The preparation of a library budget takes into account:

- Educational programs and projects
- Teaching methods, learning styles and processes
- Needs of the college community
- Existing library budget and availability of funds.
- Information resources selected and acquired using DET funds at St. Maroun's College (as allocated by the Budget Committee) must be entered into St. Maroun's College Library's catalogue upon receiving the goods.
- Information resources include: books, posters, computer software, videos, CDs, teacher resources and any other print, visual or computer resources.

The above information has been based on the information supplied in *Off the Shelf*, 1999, p.21.

A FRAMEWORK TO DETERMINE THE VALUE OF ONLINE RESOURCES

1. Does the online learning resource enable independent learning?

2. Does the online learning resource provide an opportunity for a unique sort of collaboration?

3. Does the online learning resource create an authentic context for learning?
4. Does the online learning resource capture and sustain students' participation in the learning activity?
5. Does the online learning resource support students in the learning process?
6. Does the online learning resource enable students to access the extent of their learning and the quality of the product they have generated?
7. Does the online learning resource promote higher order thinking?
8. Does the online learning resource promote a constructivist approach to learning?

Taken from Cummins & Lewis 2003, *Evaluating online resources and incorporating them in the classroom: a framework for teachers*, SCAN, 22 (2), pp 25 – 27.

DE-SELECTION / WEEDING OF RESOURCES

De-selection or weeding involves the removal and disposal of resources that are considered unsuitable for continued inclusion in the collection (Handbook for College Libraries, 1996, p.27). Weeding is done to maintain an up-to-date and useful resource collection appropriate to the aims and needs of the college.

The resources of the St. Maroun's College Library will be culled regularly and continuously. They will be culled based on the following criteria: physical condition, content and form, use patterns and no longer meeting the selection criteria. Its purpose is to make a collection relevant and inviting, even if it's not a large one.

Resources in the library must reflect the perspectives and priorities of the Department of Education and Training. Don't accept as donations resources which come into any of the above categories. Remember quality is better than quantity.

Withdrawn materials are written off using the "Disposed" option in General Resources in OLIVER Library. Disposal or paper recycling is recommended.

CONDITIONS OF REMOVING AN ITEM

Physical condition

- Torn and generally ragged
- Scratched and worn out

- Are mildewed, yellowed or damaged beyond repair
- Are beyond the ability of the students, although the subject matter may be relevant
- Are out of date or misleading
- Have print which is too small
- Damaged beyond repair, through vandalism or use

CONTNENT AND FORM

Inaccurate or misleading information

- Dated information and/or superseded formats
- Stereotyping of race, gender, or culture
- Content is no longer relevant to the curriculum, current teaching and learning practices of theNSW Board of Studies
- Content is irrelevant or inappropriate to the needs or interests of the users
- Do not include a realistic portrayal of a multicultural society

USE PATTERNS

- Use of the resource has declined because of lack of interest and being unpopular
- Non-existent relevance to curriculum or interest needs of the users
- Resource not used over a period of time (longer than 2 years)

SECTION 7 – LIBRARY CIRCULATION

DEFINTION

The OLIVER Circulation Systems monitor the movement of Library Resources throughout the College community. It involves the borrowing, returning, renewing and reserving of items.

THE PURPOSE OF THE CIRCULATING SYSTEM

- To maximise the availability and accessibility of Library resources to students, staff and othercollege members of the college community
- Ensure effective control of resources
- Provide a simple, flexible and use friendly system which meets the needs of the library'spatrons
- Make efficient use of Library management resources, including staff and materials
- Promote the use of the library resources by having an efficient and effective circulation systemoperating, use of library books in the classroom, and From the Bookshelf updates on theCollege's website.

- Provide information on resource use
- Meet auditors' requirements
- This policy assumes the cooperation and understanding of staff and students.

THE NATURE OF THE CIRCULATION SYSTEM

Since 2010, the circulation has been conducted using the OLIVER (Softlink) System. Although the Teacher Librarian is responsible for the overall running of the Circulation System, a Part-time Library Clerical Assistant, teachers and some trained students may also assist in the operation for the system.

All items being borrowed from the library are processed through the system. In the case of problems with OLIVER, a manual system will operate. Loans will be recorded in the Manual Loan Book or on a class list. Returns will be set aside till the system is operating unless the system is down for an extended period of time. Returns will set aside till the system is operating unless the system is down for an extended time, in which case items will be cross references to the Manual Loans book and class lists.

The OLIVER system enables valuable loan data to be collected. Such information is used for current and future library management and planning.

CIRCULATION TIMES

Lunch Time Duties
During Class Library sessions

LOAN CATEGORIES

Students

- Kindergarten – Year 2 2 items (F / NF / JF at one time)
- Year 3 3 items (F / NF / JF at one time)
- Year 4 – Year 5 4 items (F / NF / JF at one time)
- Year 6 5 items (F / NF / JF at one time)

Students may borrow items for a period of two weeks. Loan limits may be overridden under certain circumstances, such as research purposes and lengthy texts. Only staff may borrow items during Christmas holidays. During College term holidays, it is the TEACHER LIBRARIAN's discretion that determines student loans – based on Stocktake etc.

STAFF

All staff (including administrative staff, teachers, regular casual and itinerant teachers) have full loans access to all resources. These items include computer software, videos, CD-Rom and Compact Discs (CDs), Digital Versatile Discs (DVDs), posters, kits and teacher reference books.

However, Reference materials are generally not allowed to be removed from the library – with the exception of dictionaries, thesauruses and aTeacherLibrarianases. If other Reference material is removed from the Library, it is required to be returned by the end of the college day.

Bulk loans are also available to teachers and are recorded under the teacher's name. This will generally apply for class readers.

PARENTS AND OTHER COMMUNITY MEMBERS

2 items (F / NF / Parent Material for a two week period)

All community Library Patrons are allocated a borrower barcode on an 'as needed' basis.

RENEWALS

Resources may be renewed for a period of one week, unless reserved by another user. Frequently requested items can not be renewed.

LOST, DAMAGED AND STOLEN RESOURCES

For lost and damaged items from the library at ST. MAROUN'S COLLEGE, an appropriate charge will apply with the cost, age and condition of the item.

Funds received for a damaged or lost item will contribute towards replacing the item (if a replacement copy can be ordered) or an item of similarity.

Stolen or missing items will be identified during stocktake. The item will remain 'missing' for a period of 2 years before it will be disposed from the library records.

Lost, damaged, stolen and missing items will be recorded and the records must be retained for a period of three years for audit purposes.

OVERDUE POLICY

Students are able to borrow if an item is overdue, as long as the maximum number of resources is not reached. Overdue resources cannot be re-borrowed. Verbal, written and email reminders will be issued to all users regarding their overdue items. Overdue notices will be issued to students during term and to all users at the end of each term.

DEALING WITH CHALLENGED AND DISPUTED MATERIAL

College Library collections may include some materials which express attitudes and opinions or include information to which some students, staff or community members may object (Handbook For College Libraries, 1996, p.26)

If the college receives a complaint about a resource, then staff will attempt to resolve the matter informally. The Principal, Teacher Librarian and/or Classroom Teacher will explain the college's selection procedures, criteria and the particular resource's contribution to the college's program.

If the complainant wishes to make a formal complaint, then they must complete a *Request for Reconsideration of Library Resources* (see form in Appendices). The disputed resources remains part of the collection until the review is completed.

A committee meeting involving the appropriate staff (such as the Principal, Teacher Librarian, executive staff or class teacher) is held to re-evaluate the resource. General and specific selection criteria are reapplied to the challenged resource. This meeting should be

convened within two weeks of the written request being received by the college.

When a decision is reached, the Principal will file a written report. A copy will be sent to the complainant, advising them of the committee's decision. The complainant will be notified within one week of the meeting being held. The disputed item may remain in the collection, be withdrawn to the Teacher Reference Room or removed permanently from the Library's collection.

SECTION 8 – LIBRARY STOCKTAKE

DEFINITION

Stocktaking is the process of checking each item in the library's collection against each item's record, to determine if the item is present or missing from the collection.

PURPOSE

- A Stocktake is undertaken for the following reasons:
- For economic accountability and to meet the Department of Education and Training's audit requirements
- To provide the college with overall loss rate statistics and for specific areas of the collection
- To assess the effectiveness of the library's stock control measures, with respect to the circulation and storage systems
- To ensure the computer catalogue accurately reflects the current collection

RESPONSIBILITY FOR THE STOCKTAKE

The Teacher Librarian is responsible to the Principal for the efficient management of the library resources, including Stocktakes (NSW Dept. of Edu. 1986, Section 7.8.2). The Teacher Librarian and the Library Clerical assistant will perform the Stocktake. The Teacher Librarian may be released from their teaching duties during this time. Additional assistance from administrative clerical staff and parent helpers may be requested.

A Stocktake should occur every two years within the Library Collection. This may be segregated with Fiction one year, and Non Fiction the following.

THE NATURE OF A STOCKTAKE

To satisfy the Department of Education and Training's requirements, a full Stocktake of the Library collection must be carried out at least once every two years (NSW Dept, of Edu. 1986, Section 7.8). The only exception is computer software, which must undergo a stocktake manually. If possible, Stocktake will be conducted more frequently by the Teacher Librarian, taking into account the impact on teaching programs and circulation. Regular stocktake procedures would result in more current and accurate assessment of stock management.

In most circumstances this will occur towards the end of each term, as negotiated with the

principal, and will involve the allocation of set locations to be stocktaken in rotation across a two year period.

Computer Software will be stocktaken manually, in accordance with the DET policy.

Weeding and the setting aside of books for repair will be conducted concurrent with the stocktake. The OLIVER system will be used to administer library stocktakes and to create reports.

With an annotated stocktake, all loaned resources do not need to be returned. If the stocktake is conducted during the year, the library needs not to be closed for borrowing. However, the location being stocktaken will be unavailable to students for borrowing when stocktake occurs. For the stocktake at the end of Term 4, it is desirable to have the majority of resources returned and to restrict borrowing to staff only.

The Teacher Librarian will discuss the stocktake reports with the principal. These reports will be signed by the principal and filed. Loss rates for various sections of the collection will be examined and if necessary, recommendation made and acted on, for future improved control measures.

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