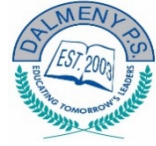


Dalmeny Public School

Library Policy



1. POLICY STATEMENT

1.1

Libraries are an essential resource within New South Wales government schools 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 school.

2. AUDIENCE and APPLICABILITY

2.1

This policy applies to all school principals, teachers, teacher-librarians and administrative staff.

3. CONTEXT

3.1

The purpose of the school library is to support teaching and learning within the total program of the school. Teacher-librarians collaborate with teachers in the planning, implementing and evaluating of teaching and learning programs, including the integration of Information Communications Technology and literacy.

3.2

Teacher-librarians provide students with opportunities to develop information skills and to use these skills competently and with confidence for lifelong learning.

4. RESPONSIBILITY and DELEGATIONS

4.1

The teacher-librarian is:

- a member of the school's total teaching staff and as such is actively involved in collaborative teaching and learning, school curriculum planning and in program development.
- involved in the provision of the information-related resources integral to the planning, implementation and evaluation of the curriculum of the school.

- 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 Schools Catalogue Information Service.
 - processing of materials.
 - circulation.
 - stock control.

4.2

The principal and the teacher-librarian together are responsible for implementing the school's library policy.

5. MONITORING, EVALUATION and REPORTING

5.1

The Libraries Coordinator, who is responsible for curriculum and policy support for school libraries, will monitor the implementation of this policy and will report as required to the Director, Learning Systems.

6. POLICY CONTACT OFFICER

Libraries Coordinator (02) 9266 8965.

7. IMPLEMENTATION DATE

Policy Date: 9th September 2019

Date for review: June 2021 or as required

The information process is the series of physical and intellectual steps that anyone takes to complete an information task. Each step usually requires the use of several information skills. This process is generally a part of learning and problem-solving inside and outside the school.

Considering the information process, in conjunction with the Department's Quality Teaching model, including aspects of the affective domain, can inform professional judgments about explicit information skills teaching support for class units of work and cross curriculum priorities, such as literacy and integrating ICT. A guided inquiry approach, and reference to other information process models, may further enrich the development of information literacy skills.



Dalmeny Public School will:

Create a learning environment which fosters the development of information skills and provide a program which allows for teacher and student flexibility in exploring curriculum tasks and problems. Such flexibility would allow:

- consideration of available resources
- inclusion of students' existing knowledge
- provision for individual differences in skill development and learning styles when information skills are incorporated into student learning.