Library Policy

Parkes High School

Tracy Dawson
2014
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General Policy Statement

1. The major aim of the Parkes High School Library is to support the curriculum of Parkes High School. This involves providing a wide variety of media resources designed to meet a range of individual abilities, interests, learning situations and curricular and information needs of students and staff. Resources will include books, comics, eBooks, magazines and journals, audio and DVD texts, and websites.

Another crucial aim is the promotion of reading for literacy and for enjoyment.

The Library page on the school website allows for the collection of useful digital resources for students and teachers in an easy to access format.

1.1 Library Policies
The Library operates under the NSW DET Library Policy – Schools at:

Parkes High School Library endorses the following documents and the aims and responsibilities implicit in them:

The Australian School Library Association Manifesto for School Libraries

The Australian Library and Information Association of Australia Statement on Free Access to Information

The Australian School Library Association Standards of Professional Excellence for Teacher Librarians

1.2 Audience:
Staff, students and the local community

1.3 Authorship:
Tracy Dawson, Teacher Librarian

1.4 Ratification
October 2014

1.5 Date for Review
A review of all sections of this policy will take place every 5 years. The next review will be in 2019.
Staffing

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 school library resource facility should be a qualified teacher librarian.

(Learning for the Future: Developing Information Services in Schools. 2001 p.59)

Parkes High School Library is staffed by a qualified Teacher Librarian (Tracy Dawson: BA Communications; Graduate Diploma Education; MA Teacher Librarianship) and a Library Assistant (Julie Warburton).

The Teacher Librarian (TL) 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 TL should have an active role in curriculum design, support and implementation, and collaborate with teachers to deliver outcomes.

The TL should

• Promote excellence in Information Literacy (IL) Skills as part of the curriculum;¹
• 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; the use of content curation sites to organise resources; the use of social media to promote safe use and the work of the school and the Library.
• Provide training for staff in the use of ICTs in the curriculum.²
• Promote the Library as a place for useful study, reading for enjoyment and other appropriate leisure activities, including the creation of a stimulating environment and opportunities for whole-school, cross-curricular programs.
• Work collaboratively with Parkes Shire Library and other community organisations to enhance connectedness, address community literacy issues and promote the school.
• Develop and maintain policies.
• Oversee the efficient day-to-day administration of the library, including resource collection and budgeting.

The TL works to the ASLA Standards of Professional Excellence for Teacher Librarians and has registered for certification with BOSTES at the Highly Accomplished level, due for completion in 2018.

The Library assistant is a member of the SAS staff of Parkes High School. They provide the TL 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, stocktake, maintenance of facilities inc. displays, shelving and security procedures.

² Ibid
• Maintain the school website & distribute the school newsletter electronically; help administer MOODLE;
• Maintain school archives.

Both the TL and the Library assistant are entitled to a lunch break. Currently, Period 4 is the designated lunch time for the TL. During this time the library is closed to unsupervised students.

Teacher use of library

Booking procedures – HPLC MOODLE
Teachers bringing a class to the library are required to book that class in ahead of time on the Henry Parkes Learning Community MOODLE. They should log in, and use the Parkes HS Book System link to record their booking on the calendar. There are 3 zones that can be booked: the AV Room (20 computers); the Green Zone & the Blue Zone (17 computers). Bookings should be made 3 weeks in advance only to be equitable. Teachers are requested to type their requirements (mainly re laptops) in the same field as their name so these needs can be efficiently met.

Using Library devices
Teachers are responsible for ensuring that they and their students complete the register for in-house use of all Library devices.

Teachers with their classes have priority over senior study groups for space in the Library.
The teacher/librarian is available to help students find resources for research assignments as well as give guidance on the use of library material. If staff members would like the teacher/librarian to give an introduction to the location/use of information, prior notification should be given. Small groups of students may be sent to the library for research, book borrowing, etc. Such students should be accompanied by note from their teacher.

Teachers are requested not to use the library as an area to send their classes to during absences. The library is an integral part of the school and should be used as such, not as a fill-in period to keep students busy when their teacher is away.

Student use of library

Aims
The aims of the library are to provide the resources to students and staff to undertake research and study in support of the curriculum at Parkes High and to help students acquire information literacy skills, including the safe and effective use of digital resources. It also aims to provide resources for leisure time through the provision of fiction and non-academic reading material.

It should be recognised that the Library also functions as a ‘safe haven’ for many students who have problems physically, intellectually or socially in the playground during recess and lunch.

Senior students in the Library for study periods are supervised by a timetabled teacher. Individual students or small groups wanting to use the Library without a booking/timetabled slot must have a note from a teacher, and this is dependent upon other use of the space at the time.
Students should realise that each person using the library has the right to use it without being distracted or disturbed by others.

**Student management**

Students who do not adhere to this policy and PBL rules in the Library will be subject to the following consequences:

- Student will be **warned** about their behavior
- If the behavior continues, the student will be **banned for 1 week and a referral written on RISC**. Negotiation is required for the student to return to the library.
- If behavior still continues, the student will be banned from the **Library for 1 term, a referral will be written on RISC and a Letter of Concern sent home** to parents/guardian. Negotiation is required for the student to return to the library.
- If there is still no change in behavior, the student will be banned for **the rest of the school year. A RISC entry will be recorded and parents contacted by phone for an interview.**

**Hours**

The library is open Monday to Friday, each recess and lunch time and after school until 4.00 pm on Monday, Tuesday and Thursday. On Friday the Library closes at 3.20.

Students may use the library during period time accompanied by their class teacher, or **sent by their teacher with a note for research.**

Unless there is a teacher in the library, it will be **closed during period 4** for the Librarian to have lunch. Students will then go to the Conference Room to be supervised by the Principal or one of the Deputy Principals. (Please note: a class booked into the Library by a teacher has priority over senior study groups, so in the event that there are too many students in the Library, the ‘overflow’ will also proceed to the Conference Room. It is interesting to note that the main area of the Library has seating for 65; the average number of students using the library at lunchtimes is between 45 and 55).

**Security**

In 2014 it was decided after discussion with the P&C Association and the Principal that the malfunctioning #M security system ($12 000) would not be replaced. The cost of the system far exceeds the minimal cost of lost resources this Library encounters. However, a review of this decision based on loss numbers will be made regularly.

**Mobile devices (Laptop trolley, KOBOS, tablets)**

The mobile devices listed above are used and stored in the Library. They are to be used inside the Library only, and cannot be borrowed by students to take home. Teachers may borrow a device after negotiation.

Before they are used, teachers and students must complete the appropriate register which designates a device to each student. Each device must be replaced in the appropriate storage place before the end of the lesson.
Students may borrow a device at recess and lunch to complete homework/assignments if all Library PCs are in use.

Students may borrow KOBO eBook readers for their own exclusive use within the Library for a 3 week period. The eBook borrowing platform at Parkes Shire Library will be used to load KOBOS with books until the new LMS, incorporating an eBook borrowing platform, is introduced to schools in 2015. Hopefully a student committee can be formed to help load new eBooks on a monthly basis.

A student who damages a device, whether within a class under the instruction of a teacher or as an individual at recess or lunch, will be banned from using Library mobile device again. A record of the incident will be recorded on RISC.

Furniture
Tables, chairs and computers have been arranged in the library by the library staff and should not be moved without their permission. Writing on or cutting of tables or chairs will not be tolerated.

Bags
ALL bags (plastic or material, shopping bags, etc.) must be left outside the library on the racks provided. Only folders, pads, books and writing material can be taken into the library.

Noise
All students have a RIGHT TO QUIET.
Because many students from different years and staff may be in the library at the one time, it is important that they be able to concentrate on their work.
Students who are noisy will be requested to leave the library.

Use of Study Rooms
The study room at the Northern end of the library is reserved for the use by xSel students, Mrs Ostler and her EASLD students.

Photocopying and Printing
A photocopier is available for the use of pupils. It is situated in the library and each copy costs 20 cents. Students can print assignment or other school work for free, but printing for personal use is 20 cents per copy.
A colour printer is available at a cost of $1.50 per sheet to cover the cost of ink. No credit will be given.

Internet Use
The Library Computer Network provides Internet access in the Library and AV/Computer Room. Wireless access is available for the use of DET issue Notebooks. Access for students’ personal laptops can be arranged with the Computer Coordinator or TSO. Internet usage is subject to the terms and conditions outlined in the Online Communication Services: Acceptable Usage for School Students at https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml?level=Schools&query=internet
Students contravening that policy will have their Internet access withdrawn. In particular, the use of inappropriate material, and activity that fits the definition of cyber bullying (see DET Policy above), will be subject to severe consequences. A RISC entry will be made and a hard copy of the offending communication will be kept by the TL.

Student Notebooks are not to be charged in the Library, in accordance with the agreement they have signed on receipt of their Notebooks and for Workplace Health & Safety reasons.

**Computer games**

Computer games can be played in the Library at recess and lunchtime if they are classified G or PG by Australian Classification. A list of suitable games is published on our Library page on the school website, and in poster form on the walls. Students are also encouraged to use the checking tool at [http://www.classification.gov.au/Guidelines/Pages/Check-the-Classification.aspx](http://www.classification.gov.au/Guidelines/Pages/Check-the-Classification.aspx).

During class time, students should only be playing games at their teachers’ instruction.

The TL will continue to explore the educational use of games eg Minecraft, and gamification.

**Budgeting**

The budget for Parkes High School Library should support the school’s vision statement ‘Innovation, Innovation, Inclusion’ through delivering the curriculum, literacy programs and the initiatives such as collaborations with the community. It also encourages reading for pleasure.

Parkes High School Library will adhere to the DET Budgeting Guidelines as set out in the annual *Development and Submission Package*.

The Library budget submission will:

1. Be prepared by Week 7, Term 2;
2. Develop strategies to match the outcomes in the annual School Management Plan;
3. Prioritise information resources which support the curriculum and teaching and learning at Parkes High School;
4. Prioritise resources for the integration of Information & Communications Technology (ICT) into the curriculum and the teaching of Information Literacy (IL), including the professional development of the Teacher Librarian;\(^3\)
5. Prioritise updating the collection so that all resources are less than 10 years old, and maintaining its currency;\(^4\)
6. Include funding for the maintenance of the school archives;
7. Include recurrent resources such as periodicals and newspapers; other subscriptions. (See Appendix A)
8. Include resources for Library administration, maintenance of resources, special events and displays and the maintenance of a welcoming atmosphere for staff and students.

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\(^3\) Applications for Professional Development must be made to the Professional Learning Team.

\(^4\) See separate Collection Development Policy 2010; ASLA/ALIA 2005, *Learning for the Future: Developing Information Services for Schools* states that a school with an enrolment of 800 should have a physical collection size of 15 137 resources with an average age of less than 10 years. (These do not include digital resources)
Funding may also be obtained from donations, for example, from the P&C Association.

Fundraising activities including grant applications will also be explored regularly.

Funds obtained for the reimbursement of missing books by patrons will be allocated to the Library.

Funds allocated to the Library will be divided so that the majority is spent at the beginning of the school year, when demand is highest, and the least amount is spent in Term 4.\(^5\) Priority is given to those resources requested by teachers or students as they need them (“Just in time, not just in case”).

**Ordering**

Resources for the Library will be in accordance with the school’s ordering procedure (see ‘Ordering, Cataloguing and Processing Procedures’ folder by Julie Warburton). A variety of suppliers will be used to purchase resources, including online bookstores, DET ‘Smartbuy’, travelling booksellers and local suppliers of books, ICT needs and stationary. Consideration should be given to the need to maximise the budget and allow the TL to choose resources at competitive prices from this variety of suppliers.

Online invoices are kept in a folder called ‘ORDERS’ in the TL’s email account and a folder called ‘INVOICES’ in the Library drive.

All invoices are copied; the original is attached to the order/payment form, and the resources are accessioned and catalogued when they have been paid for.

Ordering for the current school year will cease on a date to be designated in the school financial calendar, and will recommence, funded by the new budget, from the first day of the school financial year (usually the beginning of December).

**Cataloguing**

It is imperative that the cataloguing of resources in Parkes High School Library adheres to national standards. This ensures that access to these resources is easy and equitable, and that valuable resources are retained in the Library.

The Schools Cataloguing Information Service (SCIS) will be used to catalogue all items; where an item does not exist in the SCIS database, information about that item will be sent to SCIS for cataloguing, or, in some cases, original cataloguing will be done.

**Related Documents:**

- SCIS Subject Headings [http://www2.curriculum.edu.au/scis/subject_headings.html](http://www2.curriculum.edu.au/scis/subject_headings.html)

\(^5\) Any amendments to the final budget must be submitted in writing to the school Finance Committee.
The procedures for cataloguing are contained in ‘Ordering, Cataloguing and Processing Procedures’ folder by Julie Warburton.

**Processing**

Processing of resources will take place according to the system set out in ‘Ordering, Cataloguing and Processing Procedures’ folder by Julie Warburton. This will ensure consistency and effectiveness in both budgeting and access to resources, and efficiency in getting resources onto the shelf as soon as possible.

**Circulation**

The School Library will attempt to ensure equity of access to resources for all staff and students. Resources are not generally available to parent or community members, but can be lent after negotiation. At the beginning of each year, patron parameters are checked and a new calendar created.

**Resources include:**

1. Fiction books
2. Non-fiction books
3. Reference books
4. Film and television programs on DVD*
5. Periodicals/Magazines
6. Graphic Novels/Comics
7. Study Guides
8. Audio books on CD
9. E-books
10. Newspapers
11. Websites

*The Library will record onto disc programs on request of teachers, giving preference to items from Pay TV rather than free to air shows. Resources will be converted from VHS to DVD, giving priority to teachers who determine the value of the resource to their curriculum. Within 5 years the Library hopes to update all audio-visual resources by converting all current VHS to DVD and disposing of those which are out of date.

**Borrowing of Resources**

The Teacher Librarian and the Library assistant are responsible for issuing resources.

*NB In 2015 the roll-out of the New Library management System will commence. Both TL and Library SASS will be trained.*

All students will have their details entered into the OASIS database. When borrowing a book students will wait at the desk while the book is recorded on their file in the OASIS system. The system requires a barcode scanner and keyboard access.

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Normal borrowing time will be two weeks.

1. Senior students (Years 11 and 12) may borrow items for longer periods on special loan. These must be returned to the library at the end of each term for checking. During senior exams, extra time will be given to return overdue books.
2. Junior students may be allowed to borrow items on special loan at the teacher/librarian’s discretion.
3. Videos and other audio-visual resources are also available for loan under the same conditions, provided they are not required for class use.
4. A student or staff member may reserve a book with the Librarian.

Restrictions

- Year 7 may have up to 2 books
- Year 8 may have up to 4 books
- Year 9 may have up to 6 books
- Year 10 may have up to 8 books
- Year 11 may have as many as they need
- Year 12 may have as many as they need

An additional book may be allowed to the above number when cause is shown to the teacher/librarian, who will authorise it.

When a student wants to borrow a book but already has an overdue book, then they will not be allowed to borrow again until all overdue or due books are returned. This rule does not automatically apply to students in Years 11 and 12.

Returning of resources

Resources must be returned to the circulation desk member where a member of library staff will remove it from the circulation database.

Students can borrow books during all holidays except the end of year summer break. They will be encouraged to return all books before stock take, which occurs during the last 2 full weeks of Term 4.

Overdue items

Overdue notes will be sent to students via the roll during RATS each week. The process will be:

1. The first Wednesday after the items are due, a notice is given to the student via their roll.
2. If items not returned 1 week later, student is sent a request to speak to the Librarian.
3. After two weeks, a third notice is given and a letter sent home.
4. After three weeks, another notice and letter are sent.
5. On the fifth notice, students’ borrowing rights are suspended until the item is returned or paid for; an invoice for the cost of the item/s is sent home. The student is referred on RISC, designated “Overdue Books”.
6. If there is still no response, the student must again speak to the Librarian. Their borrowing rights remain suspended until the item/s are returned or paid for.\(^7\)
7. If a student pays for a lost item, and then finds the resource within a month, the cost of the item, that they have paid, will be refunded to them.

\(^7\) Updated 4 May 2012
8. Resources that are not recovered or paid for must be written off at the cost of the Library.

Renewal of books
A book may be renewed if the following conditions are fulfilled:
- The student does not have any other books overdue.
- The book has not been requested by other students.

Use of books within the library: care should be taken when removing books from the shelves and in using them at tables. When a book is finished with, students are encouraged to replace it in its correct Dewey location. If they are not confident to do this, it can be placed at the circulation desk for shelving by staff.

NOTE: A reference volume should be returned to its correct shelf immediately, and never be removed from the Library.

Staff borrowing:
- Staff can borrow any resource for a period of 3 weeks.
- Staff will also be sent overdue notices and invoices for very overdue resources.
- Staff may borrow books during school holidays, including the end of year summer holidays.
- Bulk loans for teachers will be considered but the teacher must not then ‘reloan’ any book to another teacher.
- Accessioning of textbooks may take place after negotiation with the Head Teacher of the faculty involved. In OASIS the Library will create:
  - a new Shelf Location for the relevant faculty;
  - a new Loan Category (ie borrowing time limit, eg, yearly).
  - a new Resource Type (Text)
- The Head Teacher will be responsible for the costs, return and maintenance of a set of texts catalogued by the Library.
- Teachers must give a week’s notice for the recording and cataloguing of a television resource.
- Any resource that has not been accessioned and catalogued should not be removed from the Library without negotiation with the TL – this protects the collection for equitable use.
- It is hoped that with the installation of the new Windows network server an increasing collection of E-books will be uploaded to the network to be available for teachers and students.

Overdue items:
Staff are issued with a reminder about overdue items once per month.
An invoice will be sent for items which are overdue each term.

Lost/damaged items are identified during stocktake and replaced as the budget allows, depending on its currency and value of the item to the collection; or as the need arises.

Housekeeping:
- Circulation statistics are updated automatically, daily
- Back up is completed automatically, daily but a refresh of students and staff can also be done, especially at the beginning of the year when enrolments are fluid.
• Housekeeping and Rebuild of Files is completed weekly.
• Updating and maintaining circulation statistics and transactions, and rebuilding the circulation transaction database, is done automatically.
• Updating Utilities deletes unheld items, unused keywords and unused suppliers.
• A hard copy of patron details is printed at the end of each year and reset for the beginning of the next year.

**Stocktaking**

Stocktaking is essential to meet the Library’s accountability obligation in terms of the services and resources it provides for the school community.

The purpose of stocktake is to

• Show missing resources
• Help with planning and development
• Review security, services and circulation procedure
• Ensure an up to date collection appropriate to the school’s curriculum, recorded in the database
• Identify strengths and weaknesses
• Remove out of date, damaged or inappropriate resources. (A 5-year plan to update the average age of the collection to 10 years or was completed in June 2014. There continues to be a gradual renewal of locations to meet the needs of the NAC, teachers and students. Resources for health, medicine, science, technology and study guides will be culled to an average age of 5 years; periodicals will be culled every 2 years)\(^8\)
• Provide statistics useful in evaluating the Library and for submissions for funding etc
• Locate missing resources.

A total stocktake will occur annually during the **last 2 full weeks of Term 4.** It will be undertaken by the TL and the Library Assistant. During stocktake no books will be borrowed and the Library will be closed at recess and lunchtime, but access will still be given to teachers using the AV room and to timetabled study groups during lesson time.

After stocktake, a book sale of disposed items may be held. A ‘Library on the Lawn’ event in May 2014 was very successful.

Preparation and procedures for stocktake are outlined in the **OASIS Stocktaking Handbook Revised 2000.**

\(^8\) See also Collection development Policy 2010.
Copyright

Whilst attempting to provide the widest possible variety of resources to Parkes High students and teachers to support the curriculum and the school’s vision statement ‘Inspiration, Innovation, Inclusion’, the Parkes High School Library also seeks to reinforce the rights of authors and creators to ownership of their work. The Library adheres to Part VA of the Copyright Act 1968 and the Commonwealth of Australia Copyright Regulations 1969.

The Library fully recognises the importance of meeting copyright law in the copying of print, off air or digital media.

Related Documents:

Copies are made in accordance with DET policies to be found at https://detwww.det.nsw.edu.au/policiesintra/atoz/search.do?level=Schools

- Also see Australian Copyright Council www.copyright.org.au
- Screenrights http://www.screenrights.org/

Copyright infringement

Infringement of the Copyright Act can result in large fines or even a prison term.9

Plagiarism is not necessarily a copyright infringement, but can be. A student who breaches copyright in an exam or assessment task will be subject to severe penalties.

An employee who infringes copyright is liable. The employer may also be liable.10

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9 See Australian Copyright Council Information Sheet GO63vo8
10 Ibid ‘Q & As on when copyright is infringed’, http://www.copyright.org.au/information/cit022/cit085/wp0166/?searchterm=fines
## Appendix A

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<tr>
<th>Periodical</th>
<th>Annual Cost</th>
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<tr>
<td>Scis online (Grant)</td>
<td>$317.00 + $44.00</td>
<td>October</td>
</tr>
<tr>
<td>Champion Post/Land</td>
<td>$44.00</td>
<td>Monthly</td>
</tr>
<tr>
<td>Australian TopGear</td>
<td>$75.00</td>
<td>March</td>
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<tr>
<td>Girlfriend</td>
<td>$45.00</td>
<td>March</td>
</tr>
<tr>
<td>Xbox 360</td>
<td>$99.00</td>
<td></td>
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<tr>
<td>New Internationalist</td>
<td>$108.00</td>
<td>March for June start</td>
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<tr>
<td>Scan</td>
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<td>Eyeline Journal</td>
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References.