ASHBURY PUBLIC SCHOOL

SCHOOL COUNCIL POLICY

Policy: Library Policy
No.: 4.7

Date: December 2010

Signed ...................................................................................... Signed
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- Website

Distribution: - Staff Ashbury PS
- School Council Members

Preamble:
Ashbury Public School Library is currently funded to operate for 4 days each week with a qualified teacher librarian. The school provides a school administration officer for 1 day a week for clerical support. All classes use the library each week for recreational reading and also use the computer laboratory which is located within the library. The library caters for the needs of all users within the school community, but primarily supports the teaching and learning needs of students and staff. Resources cover a range of formats and are stored in various physical locations throughout the school, as well as digitally.

Management of the library will be guided by the Library Policy – Schools (NSW DET, 1987) and the Handbook for school libraries - 2nd edition (NSW DET, 1996) and will reflect statements from Learning for the Future (ASLA & ALIA, 2001) as well as key policy documents from the Australian School Library Association (ASLA) and the Australian Library and Information Association (ALIA).

Purpose of Policy:
The policy outlines the scope of collection management in the school and guides decision-making regarding selection, acquisition and management of resources and the ongoing evaluation of school library services.

Policy:

1. Users
The primary function of the library is to service the needs of students and staff at APS.

1.1 Students – the collection will provide fiction, non-fiction and digital resources to support the intellectual, emotional and social needs of all students. Students will be actively encouraged to borrow regularly and to access the collection at lunchtimes and from home via the internet. Use of computers in the library will be guided by the NSW DET internet usage policy https://detwww.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046_i.shtml?level=Schools&categories=Schools%7CComputers+%26+Internet%7COnline+communication+services

1.2 Explicit instruction to encourage library use will be embedded in the curriculum.

1.3 Staff – the collection will include extensive teacher reference material for professional development and curriculum support. Resources will include print material, audiovisual and digital formats including online subscriptions and access to websites. Temporary provision for access will be organised for long-term casual staff and student teachers on practicum

1.4 Community – the collection will include information for parents relevant for various aspects of health, education and child development. This information is to include books, brochures audiovisual and digital resources which can be borrowed. Website links will be provided through school newsletters and school website as appropriate.
2. Resources and the Curriculum

Resourcing of the curriculum will be based on key principles of equity, support for teaching and learning across all key learning areas (KLAs) and promotion of a culture of lifelong learning. The resource collection must:

i. enrich and empower users
ii. be essential to teaching and learning at Ashbury Public School
iii. provide users with access to information from diverse viewpoints and perspectives of different people and beliefs
iv. support different teaching and learning styles through access to varied formats
v. cater for resource based learning and allow students to develop thinking and information skills that can be applied in all learning.

3. Selection of Resources

All learning resources will support NSW Department of Education outcomes and reflect the educational aims of Ashbury Public School. Bibliographic tools, professional journal reviews, visits to and from book suppliers, standing orders and catalogues as well as recommendations through professional networks, will be used to locate resources matched to needs. Additionally, suitable books will be included which are shortlisted for literary awards or included on the Premier’s Reading Challenge lists. Established criteria (see 3.3) will ensure the best possible collection and appropriate use of targeted funds.

3.1 Responsibility for selection

The Principal is ultimately responsible for all collection management decisions. At Ashbury Public School this responsibility will be delegated to the teacher librarian. Staff with professional knowledge of the curriculum and specific needs of students and teachers will collaborate with the teacher librarian to ensure resources meet the appropriate criteria and prevent unnecessary duplication.

3.2 Range of Resources

A range of formats will ensure resources meet individual needs and learning styles. Extra copies of some popular titles will be acquired to cater for heavy demand. Some print material will be purchased in multiple copies and/or multiple formats for use with class groups.

Ashbury Public School will maintain close links with Ashfield and Canterbury community libraries. Also, interlibrary loans will be organised with neighbouring schools to maximise use of resources.

3.3 Selection Criteria

To ensure the best possible resources are acquired within the school budget, acquisitions must meet the following criteria

3.3.1 General criteria

The resource:

i. services a need – has relevance for the curriculum, personal growth, social development
ii. has wide appeal or application – rather than single or narrow use
iii. has an attractive format
iv. is durable and gives value for money
v. is engaging for users

3.3.2 Selection criteria for information resources

The resource:

i. provides content that supports key learning for Ashbury PS students
ii. provides authoritative and reliable information
iii. is free of stereotype or bias
iv. is accurate in presentation of Aboriginal and Torres Strait Islander issues and follows the set protocols
v. is accessible – the format and readability of the text is appropriate for the intended users
vi. has currency and does not include outdated information or perspectives
vii. may provide different viewpoints of sensitive or controversial issues

3.3.3 Selection criteria for fiction

The resource:

i. deals with themes or content supporting curriculum needs
ii. is engaging and of an appropriate interest level for diverse K-6 age group
iii. uses contextually appropriate language
iv. provides a positive portrayal of minority and less-empowered groups and provides a non-sexist, non-racist, non-homophobic view
v. treats controversial issues responsibly

Additionally, the resource may:
vi. explore themes, characters or settings beyond the experience of Ashbury PS students
vii. offer different or challenging viewpoints that foster critical thinking and response
viii. provide strong visual elements to complement text and extend understanding

3.3.4 Selection criteria for digital resources
The resource:
i. contains material that supports units of work (relevance)
ii. contains content that is accessible for users at Ashbury PS (readability)
iii. comes from a reliable source and authorship can be verified
iv. has currency and is updated in a timely fashion
v. is affordable and presents value for money when compared to other formats
vi. is easy to use or navigate – layout is clear, pages load quickly
vii. is attractive and engaging in its presentation
viii. has support or updates from provider

4. Acquisition
4.1 Resources are acquired by the teacher librarian or KLA committee leaders.
i. Resources must meet the relevant selection criteria.
ii. Where possible, resources will be physically viewed prior to purchase to ensure suitability.
iii. Preference will be given to suppliers that allow for previewing, are recognised school library suppliers and offer value for money.
iv. Funds must be available before a purchase is made.
v. Choices regarding the best format for resources will be determined by consideration of the intended use and by cost.

4.2 Donations / Gifts
Material that is received as a donation or gift must meet the same criteria as other resources. It is accepted on the understanding that if it is not suitable for the collection it will be disposed of appropriately.

5. Evaluation
Library services will be continuously reviewed to ensure the library is servicing the needs of the users at Ashbury Public School. Formal and informal measures will be used to provide information to plan future developments and purchases and justify expenditure of library budgets. These will be collection-centred, quantitative measures and client-centred, qualitative measures

5.1 Collection Evaluation
5.1.1 Collection-centred data
i. Resources supporting units of work will be reviewed during planning, teaching and evaluating of topics to check that there is sufficient breadth and depth and that the resources continue to meet the selection criteria outlined in 3.3.
ii. Reports from OASIS will be used to generate pertinent information about the number of resources in particular areas, loss of stock, numbers of resources in different formats.
iii. Library staff will complete biannual stocktaking across all areas of the physical collection.
iv. Digital resources will be monitored annually. This will be at the time of subscription renewal or upgrade if a cost is involved.

5.1.2 Client-centred data
i. Usage statistics from OASIS will be analysed
ii. Informal and formal surveys of users (students and staff) will be used to analyse areas of strengths and weaknesses of the collection
iii. Library staff will evaluate the capability of the library to service new or projected areas of need from the Ashbury PS 3 year management plan.
5.2 Weeding
Deselection of resources will be regular, wide ranging and organised.

i. To maintain a high quality, relevant collection, weeding of all collection areas will be an ongoing process. This will apply to digital and non-digital resources.

ii. Items will be removed which no longer meet the selection criteria.

iii. Worn or damaged items will be repaired if this is practicable and cost-efficient. If the item cannot be repaired and it is considered an essential resource, it will be replaced.

iv. Appropriate methods of disposal for weeded items will include: destruction, recycling all or part of the resource, donation to another organisation, selling or giving items to members of the school community.

Approval for the disposal of weeded items must be sought from the Principal

5.3 Challenges to material
The Australian School Library Bill of Rights (ASLA 2000) and the Statement on free access to information (ALIA 2001) support the inclusion of worthy and appropriate material selected without prejudice.

i. Ashbury Public School library will provide free and open access to resources in the collection

ii. The collection will include texts that challenge students’ thinking and facilitate discussion of controversial issues.

iii. Any person in the school community can formally challenge an item in the school collection by completing a Request for Reconsideration of a School Resource (Appendix 1a)

iv. The reassessment committee will consist of the Principal, the teacher librarian and one Executive teacher. The procedures to be followed are attached (Appendix 1b)

6 Budgets
Funding for the resource collection will come from two key sources – the Ashbury Public School Library Fund and global budgeting amounts allocated to KLA committees and administration. Budgets will validate spending, analyse needs and create funds to support required purchases. This aspect of accountability will strengthen long term funding for the resource collection. The budget plan will focus on

i. support for curriculum areas

ii. recreational reading

iii. information services

iv. management costs

v. special projects

6.1 Ashbury Public School Library Fund is a tax deductible fund established to provide a source of income to cover library purchases. Access to these funds will be in accordance with the Fund’s guidelines.

6.2 KLA committees will present annual needs-based budgets linked to the 3 year school management plan and will be allocated funds according to priority.

7 Policy Revision

i. The Ashbury PS Library Policy will be reviewed every 3 years, in line with the formulation of the School Management Plan.

ii. The review panel will include the teacher librarian, the Principal and at least one KLA committee leader responsible for selection of resources.
### Ashbury Public School
#### Request for reconsideration of a resource

<table>
<thead>
<tr>
<th>Name of person initiating request:</th>
<th>Address:</th>
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<tbody>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Name of child:</td>
<td>Year level:</td>
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<tr>
<td></td>
<td>Teacher:</td>
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<table>
<thead>
<tr>
<th>Resource to be reconsidered</th>
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<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Type of resource (eg book, video, computer software):</td>
<td></td>
</tr>
</tbody>
</table>

| Reason (please be specific and add page number if appropriate): | |
|----------------------------------------------------------------| |

| What was your child’s response to this resource? | |
|---------------------------------------------------| |

| What would you like done about this resource? | |
|------------------------------------------------| |
| Do not assign it to my child | |
| Restrict access of this resource | |
| Withdraw it from the school | |
| Other: | |

| Any other comments: | |
|-------------------| |
| | |

**Thank you for completing this form.**

<table>
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<th>Signature:</th>
<th>Date:</th>
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**Action taken and recommendation made for this resource:**

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<th>Signature:</th>
<th>Date:</th>
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South Australian Department of Education and Children’s Services
Procedures for dealing with a challenged resource

1. The teacher librarian, Principal or member of the selection committee will speak with the challenger and attempt to resolve the issue through discussion. The discussion may include
   i. The place the particular resource has in the education program
   ii. The criteria used to select resources
   iii. Relevant and reputable reviews of the resource
   iv. The statements made in this policy regarding freedom of access

2. If the challenger wishes to proceed he/she must complete a Request for reconsideration of a resource form (Appendix 1a). A copy of the form and the Library Policy will be forwarded to the challenger.

3. The resource will be reassessed by the teacher librarian, the Principal and one member of the selection committee, using the criteria established in the Library Policy. The teacher librarian will be responsible for providing relevant and reputable opinions and reviews of the resource to the Principal and committee member.

4. The resource will remain unrestricted during the review process. This is subject to the discretion of the Principal

5. After the review, the resource will either be remain in the collection or withdrawn. Note that if the resource remains in the collection, the school does not assume responsibility for censoring access by particular users. See 5.3.1- “Ashbury Public School Library will provide free and open access to resources in the collection”

6. The Principal will inform the challenger of the outcome of the review.

7. A copy of the review will be held in the Library Policy Folder.
References


