

Library Process Reference Sheet

Class Library Sessions

Each class group will have a scheduled library session each week. This includes time for the Library Assistant to collect and return each group at their classroom.

During these sessions, the Library Assistant will conduct age appropriate sessions on library skills, care for books and make suggestions and recommendations to the students as well as other library activities. An age appropriate short story may be read to the students during these sessions as well. *Class Teachers are encouraged to discuss age/curriculum appropriate reading options with the Library Assistant for their class.*

Library Cards

Each student will be able to borrow books on their own account which will be linked to a **Library Card**. Students from Class Three up will be given a physical library card to bring to the Library when they borrow. Students in Class One and Class Two will not need a library card to borrow (*this may vary slightly depending on composite classes*). *A folder will be kept in the Library of all student library barcodes in the event they forget their cards.*

A Library Bag is encouraged to be used at the time of borrowing by all children to protect books.

Student and Staff Borrowing

| | Limit | Borrowing Period | Notes |
|---|--------------------------------|----------------------|---|
| Students borrowing books individually | 3 books per student | 2 Weeks | |
| Teachers borrowing books for the classroom | 30 student books per classroom | 1 Semester (2 Terms) | |
| Teachers (Staff) borrowing Teacher Resource Books | Unlimited loans | 1 school year | Unless resource urgently requested by another staff member (only) then recalled items will be requested to be returned. |
| Books can be extended , as per time periods above. If a book is reserved , then it cannot be extended. Extensions do not change borrowing limits. | | | |

Returns, Reservations and Extensions

Books can be returned to the *Returns Basket labelled and located in the office* at any time, or during their session at the Library. Books can be extended by borrowing it again. If a book has a reservation on it, it cannot be extended.

If a book is currently on loan, a patron may place a reservation on it to have the book put aside when it becomes available. Reservations will only be valid for 2 weeks from the time of the book being returned.

Overdue (and damaged) Books

Resources not returned by the end of the borrowing period will be considered overdue. Students with overdue books will be unable to borrow anything further until all overdue resources are returned. Students will be sent reminders about overdue books via their class teachers. If a book has been overdue for an extended period, a reminder will be sent home. In the event a child's borrowed book is deemed lost, or damaged beyond repair, a notice will be sent to parents/carer by the Library Assistant to arrange appropriate replacement. Staff and Parents will also be contacted for replacement books if necessary.

Cooperation in the Library

The Library Assistant and Class Teacher/Aide (as rostered) will regularly reinforce the expectations of students while in the Library. Class Teachers/Guardians will support the Library Assistant with following up on any uncooperative student behaviour upon return to class.