



## Library Resources Handbook

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| <b>Purpose:</b> This handbook provides guidelines to ensure appropriate resourcing, with consistent and effective processes for Library functions.  |                                     |                                |
| <b>Scope:</b> Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements. |                                     |                                |
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| <b>References:</b> <ul style="list-style-type: none"> <li>• Protocols for Libraries, Archives and Information Services</li> </ul>   |                                     |                                |

### Table of Contents

|   |   |
|---|---|
| Table of Contents .....                     | 1 |
| Rationale .....                             | 2 |
| Aims and Objectives .....                   | 2 |
| Staffing & Volunteers .....                 | 2 |
| Library Functions .....                     | 2 |
| Selection and Acquisition of Materials..... | 2 |
| Selection Criteria .....                    | 3 |
| Replacement or Renewal of Resources.....    | 4 |
| Challenged Materials .....                  | 5 |
| Donations and Gifts.....                    | 5 |
| Circulation .....                           | 5 |
| Evaluation.....                             | 6 |
| Library Behaviour .....                     | 6 |
| Library Collection Development.....         | 6 |
| Processing Procedures .....                 | 6 |
| Cataloguing.....                            | 7 |

# Library Resources Handbook

## Rationale

The aim of the Birali Steiner School Library is to provide library and resource services to the students, teachers, supporting staff and parents within the school community and to support the educational aims and objectives of the school through the provision of relevant materials, teaching programs and services.

## Aims and Objectives

The Birali Steiner School Library aims to:

- provide teachers with materials and information for use within their classrooms;
- develop within students an interest in books and reading and to provide reading guidance;
- create a happy learning environment which is accessible to students, staff and parents;
- provide instruction in library orientation and use, both for school and other libraries;
- provide recreational materials for use within and outside the school;
- cater for educational, cultural and recreational needs of the students;
- develop student independence and responsibility for their own education and recreation;
- support the staff in related activities.

## Staffing & Volunteers

As Birali Steiner School is developing, resources are gradually being directed to the Library, including staff. Library staff will receive a position description which provides duties and responsibilities for their role.

Volunteers can provide valuable help with routine tasks in the school library such as covering books. The library staff will provide some training to all volunteers. Volunteers require supervision within the Birali library and are to perform tasks under the direction of school staff.

## Library Functions

The Birali Steiner School Library has the following functions:

- organisation of materials by means of classifying and cataloguing using the Dewey Decimal System;
- storage of materials;
- provision of library and information service to staff and students.

The library contains and maintains the following collections:

- non-fiction books
- fiction and junior books
- readers
- board games
- reference books
- teacher's reference books
- parent reference books

## Selection and Acquisition of Materials

In order to provide service to the staff, their needs and requirements for the future must be known. The selection of resources will be a cooperative process involving relevant staff.

Overall, the Library Program will aid and supplement the education program of the school, by supplying resource materials for the students, staff and parents.

# Library Resources Handbook

## Selection Criteria

Resources purchased or made available by the school should be selected in consultation with relevant Teachers and the Leadership Team as appropriate. The library staff are to apply knowledge and experience to ensure resources are relevant and suitable.

The list below represents an overview of the principles guiding selection of resources:

### **Relevant to a Steiner specific curriculum and context**

- Does the resource meet an existing or anticipated need?
- Will the resource be well-used?
- Is the cost justified in terms of the potential use and value to the collection?

### **Up-to-date**

- Is the information current, especially in the areas of science, technology, social issues and geopolitical content?
- Is the information and presentation keeping within current educational practice?
- Are the tables, charts and other relevant data in the resource recent?
- Are links to websites active and current?

### **Accurate in the presentation of information**

- Is the content clearly factual or fictional?
- Are facts and opinions identified and presented impartially?
- Is the content correct?
- Does the content reflect the national and local context, or can it be adapted to do so?

### **Authoritative**

- Is the author or creator qualified in the field?
- Is the publisher well established/reputable in the field?
- Has the author or creator produced other works in the same area?

### **Well presented**

- Are the illustrations and style appropriate for a Steiner school?
- Are the print, illustrations, multimedia and sound of a high quality?
- Is the resource physically attractive?
- Is the resource durable and well-constructed?

### **User-friendly**

- Is the content organised logically and sequentially, and easy to navigate?
- Are ideas developed clearly?
- Is the information easily accessible through readable tables, charts or video content?
- Does the resource have an index, table of contents, chapter summaries, glossary, bibliography, or menus?

### **Respectful of all peoples**

- Is the resource free of bias or prejudice?
- Does the resource present positive images of gender, disability and cultural and ethnic groups?
- Are the representations of people honest and accurate?
- Is the resource free of stereotypical images and role definitions?

### **Accurate in presentation of Aboriginal and Torres Strait Islander issues**

- Does the resource meet the guidelines specified in the Protocols for Libraries, Archives and Information Services?

### **Appropriate to age levels of users**

- Is the print readable and of a format suitable to the age level of the target audience?
- Is the vocabulary appropriate?
- Is the resource suitable to the interest level of the intended users?

### Replacement or Renewal of Resources

Ongoing decisions will be made about whether to mend, or discard worn physical items. The following factors should be considered where appropriate:

- physical condition, including quality of paper, margins, illustrations
- cost-effectiveness of repair or replacement. If these are comparable, replacement is preferable.

In the case where repairs will not restore the resource to a condition for normal use, the resource should be replaced depending on the:

- number of other copies in the collection
- availability of the title for re-order
- value as archival resource.

In some special instances, an irreplaceable title of importance must be retained regardless of condition. Special handling should be given to such resources.

Physical resources should not be automatically replaced, nor subscription resources renewed. There are several factors that could be considered when a resource is to be replaced or renewed:

- number of duplicate copies
- current demand for specific title or subject
- the extent of the present library collection on the subject
- the historical value of the resource
- the availability of a newer or better resource in the field
- availability of resource in a different, cheaper and more appropriate format.

### Deselection

**In poor physical condition:**

- Is the resource mildewed, yellowing, tatty, dirty, damaged, torn, worn out?
- Has the resource sustained irreparable damage?

**Out-of-date:**

- Is the information in the resource incorrect due to social or geo-political changes?
- Is the information in the resource incorrect due to technical or scientific advances?
- Is the resource current?

**Inaccurate:**

- Does the resource present distorted views of history?

**Offensive:**

- Is the resource sexist, racist, ageist or offensive to social or ethnic groups?
- Does the resource present stereotypical images or characterisations?

**Obsolete:**

- Is there a more current edition or format of a work available?
- Has the resource been used sufficiently to justify keeping it?
- Is the subject of current interest in the curriculum?
- Are multiple copies or licences still in demand?

**Failure to meet the specific selection criteria:**

- Does the resource meet the specific selection criteria?

## Library Resources Handbook

### Challenged Materials

On the occasion a school community member may voice a concern about a resource in the school's collection the following steps are recommended:

1. Where possible, deal with the initial challenge/query on an informal level.
2. Inform the Principal of the nature of the challenge/query.
3. Should the complainant wish to take the matter further, explain that the school has an established procedure designed to enable challenges to be heard fairly. Those complainants who wish to continue with their challenge/query must be given the opportunity to do so and directed towards the school's Complaint Policy and Complaints Resolution System.

### Donations and Gifts

Donations and gifts of quality books are welcomed and will be acknowledged where possible with a purposed stamp on the front inside cover of each book.

### Circulation

#### Borrowing:

- Every **student** is allowed to borrow 3 books for a 2 week loan period.
- **Staff members** are allowed to borrow a maximum of 30 student books for their classroom for a 1 Semester (2 Term) loan period.
- **Teaching and Speciality Teaching Staff** are additionally permitted unlimited Teacher Resource books for up to one school year. If a resource is urgently requested by another staff member, the Library staff will enquire to see if the resource can be returned to be passed to the enquiring staff member.
- Students in the lower grades will borrow during their allotted Library time.
- Students in the upper grades can borrow during allotted library opening times.
- The Library Assistant will help with book shelving and general Library tasks at allotted times.
- Students will be encouraged to borrow regularly.
- Students will be encouraged to borrow a variety of resources, appropriate to their abilities and needs.
- **Parents** can borrow 3 books for a 3 week loan period during Birali Collective open times or by appointment with Library/Admin staff.
- Staff may borrow items at allotted times or by appointment with library staff.
- When the Library is unattended Staff can also borrow by recording selected books manually on the paper library register on the borrowing desk.

#### Returns:

- Students will return their books each week at their allotted Library time. At this time students will be able to renew any unfinished books.
- Students, Parents and Staff may return books by placing in the Library returns basket at other times.
- Teachers returning bulk items, must do so by appointment with the library staff.

# Library Resources Handbook

## Overdue Items

- After one week past due, a reminder note will be sent home with the name of the books that are overdue.
- If the books are not returned after multiple reminders, then an email setting out what is late and what the replacement cost is will be sent home.

## Damaged or Lost Materials:

- Students who lose or damage Library items beyond repair will receive a letter to their parents/carers requesting replacement cost for the damaged or lost item.

## Evaluation

In order to ensure that the Library is responsive to both the staff and the student needs, it will be necessary to continually re-evaluate the collection and its use. There should be ongoing assessment of the Library service and response from both staff and the students.

## Library Behaviour

- Speak quietly so you don't disturb students who are reading or studying.
- No food and drink in library.
- Be respectful and considerate of everyone in the Library (Staff and Students).
- Treat the books and other material with care.
- Ask for help if you can't find what you want.
- Return books on time.

## Library Collection Development

This section covers the acquisition and deselection of the library resources.

### Budget allocation

A portion of the budget will be allocated to library resources. Applicable staff are responsible for ensuring any purchases for library resources are within the appropriate budget allocation.

## Processing Procedures

### New Resource processing:

#### Barcodes:

- Place barcode in standardised position - **bottom centre of inner back cover**
- **For Kits barcode number to be written on each item**

#### Call number label / Collection label:

- Place label in standardised position - **on bottom of spine**
- Include the correct prefix for specific collections or distributed collections as outlined in cataloguing procedure

#### Genre labels / Reading level labels:

- If applicable, affix relevant genre labels and/or reading level labels **above call number labels on spine**

#### School stamp:

- Place the school stamp in the standardised position - **on bottom centre of first page of book**
- Place school stamp on resource (or write) **underneath if possible**

#### Covering:

- Birali Library Resources will be protected with standard clear adhesive book cover (contact) in a manner that ensures longevity.

# Library Resources Handbook

## **Cataloguing**

SCIS Search:

Birali has an annual subscription to SCIS database via the FACTS software where the school's Library database is stored. SCIS allows the school library staff to search for resources using the ISBN published on the resource. Once found, SCIS copies over the resource details into FACTS to enable a more accurate and efficient way of cataloguing.

For resources without an ISBN, or not found on SCIS, manual entry of the resource information is required in FACTS.

### **RESOURCES NOT FOUND ON SCIS**

- SCIS have a cataloguing service in which they create the catalogue records and make them available on the SCIS database. Physical resources or details of resources can be scanned and sent through the SCIS website.
- Resources can be set aside and re-checked with SCIS. The SCIS database is updated regularly and new resources are added as they are published and received by SCIS. Re-checking the database on a regular basis is required.

As most resources are required on the shelf it may be necessary to create a temporary record, or to perform original cataloguing by a staff member with cataloguing expertise.

Cataloguing tools may be required, including:

- Dewey Decimal Classification and Relative Index
- Resource Description
- SCIS Subject Headings
- SCIS Standards

Go to [www.scisdata.com.au](http://www.scisdata.com.au) for more information

### **Reservations:**

Resources currently on loan are able to be reserved through the Library Staff. Once returned, the Library Staff will receive an alert that a reservation is in place and will advise you the resource you have reserved, is now available.

### **Housekeeping:**

- Birali Library Staff will generate overdue loan reports and follow the overdue procedure termly.
- Update borrower barcode folder as needed.
- Check updated or new titles for online resources and advising interested patrons termly.

### **Stocktaking:**

Stocktake will occur at the end of each school year. All Library Resources must be returned to the Library at the conclusion of Term 4 to allow sorting and organising time, ready for stock take.

Stock take will utilise the database within FACTS and will generally require assistance from additional staff to ensure an efficient and timely process.

Resources that are noted as missing from the collection are to be investigated and followed up.

- If they are listed as on loan, the person that borrowed the resource is to be contacted.
- If appropriate, distribute the missing resources list to staff and students and request they search for the resources
- Resources still missing should be marked as missing or lost on the database.

A full record of any missing resources is to be kept and passed to the Business Manager.

### **Repairs:**

The Library Staff will decide best practice for each repair and seek further assistance from a professional if deemed worthwhile.