



Spencer Park Primary School Library Procedure

1. LIBRARY PROCEDURES

Circulation is by the Bookmark Automated Library system. This enables a search facility in classrooms and all store rooms as well as for the Library.

The Library Officer works part time. This roster may change from year to year.

The Library Officer will assist with circulation and use of Bookmark.

The Library is open at lunchtime every day. The responsibility of supervision may vary from year to year.

The Library Officer role is to maintain the automated library records and the resources in the library. She is also available to assist teachers and students to locate resources. Teachers should train students to locate resources. Teachers are welcome to use the system to locate appropriate teaching resources.

All classes from K - 6 may use the library for at least one session per week. Teachers may also bring their class to the library for extra research or literature or may send small groups to the library to work independently provided supervision is available.

A timetable of library use is available from the library officer, is pinned to the library desk and is visible on Outlook.

Staff may borrow from the library at any time. For those not familiar with the automated system there are instructions in the front of the file of patron barcodes behind the issue desk. If leaving a written list of borrowed titles the note must specify – borrower name, title of book(s) and book barcodes (3 5284 is not necessary as it is the school code repeated on each barcode).

Students are encouraged to use the barcode scanner to borrow books with supervision.

Students may borrow up to the number of resources they have on their borrowing ruler, for periods of one week. They may extend this loan time by inserting the renew me bookmark into their book when putting it into the returns basket in their class. These baskets are to be sent to the library at the start of the school day they are rostered to come to the library. Staff may borrow unlimited resources for up to one year.

PROCEDURE FOR OVERDUE LIBRARY BOOKS

WEEK 1 Book is borrowed

WEEK 2 + 3 Book is not returned – teacher discusses overdue items with class.
No further borrowing.

WEEK 4 Book still not returned – **letter** home to parents asking for the book or \$12 toward the replacement cost of the book. Letter also requires **parents to sign off** on the letter to say what they intend doing. No further borrowing.

*This continues until the teacher and/or library officer decide that there is a concern that book is not actually going to return. Child is asked to sign a note saying they have lost the book and will do their best not to lose any more. If the child is a repeat offender they are asked to keep their book at school until they can 'prove' they are able to control their loans. Teachers supervise this. This 'contract' is noted on their borrower card. They are offered an orange library bag if this will help them. If the book is still wanted in the collection it is put on a **repurchase** list. Child may borrow again.*