



# TE AWAMUTU COLLEGE

## POLICY STATEMENT ON LIBRARY

### Rationale

Te Awamutu College Library provides a welcoming environment that supports the school's curriculum and encourages recreational reading as a life-long habit.

### Purposes

- a. To provide centralised access to resources that support the school's teaching and learning programmes and students' recreational reading interests.
- b. To provide a variety of opportunities for students and staff to develop information skills using a wide range of resources including information technologies.
- c. To provide e-learning opportunities across the curriculum. The Library provides access to computer technology to enable e-learning to be incorporated into teaching programmes.
- d. To create a user-friendly learning environment in which students develop an enthusiasm for accessing information, and an enjoyment of reading.

### Guidelines

1. The Principal and Board of Trustees provide commitment of funding and staff time to ensure the productive management of the Library.
2. The Teacher with Library Responsibilities will submit a budget proposal outlining and supporting priorities for expenditure to the Principal at the appropriate time.

The maintenance of the Library facilities and major development projects such as information technology, are budgeted for separately from Library's budget.

The Teacher with Library Responsibilities has financial delegation for the Library and is required to monitor and maintain the spending within the allocated budget and provide the Principal with an annual review on progress in implementing Library goals (from Management Plan).

Financial Administration includes cost recovery for access to photocopier, Internet and computer printer.

4. The facilities, furniture and equipment will be well maintained and developed to comply with health and safety regulations and to provide a welcoming and interesting environment, supportive to students' learning and cultural needs.

5. Systems of Library operation, including cataloguing, processing and issuing of resources are established and maintained.
6. The Teacher with Library Responsibilities has responsibility for liaising with the school's Information and Communication Technology Focus Group to plan the development and upgrade of information technologies in the Library.
7. The Library is open from 8am to 4pm under the supervision of the Librarian.
8. The Library is flexibly timetabled with a weekly open booking system providing equal access to all classes. All English classes have regular Book Exchanges. There is provision for individual and small group use of the Library. Classroom teachers have responsibility for supervising classes using the Library.
9. All teachers are to ensure students use the Library to support reading and essential skills development at different levels across the curriculum.
10. The Librarian has responsibility for organisation of displays and activities to promote Library resources available.
11. The Library supports the school's Equity goals, with regards to age levels, gender, cultural groups, learning abilities and styles, in its facilities, resources and services.
12. Library staff liaise with staff from other school libraries, sharing information on resources and IT development.

#### Conclusion

Our Library will provide an exciting, stimulating and welcoming environment for the school community to access and use resources to support reading and information needs.

CHAIRPERSON S. Schoell DATE 26/3/14

PRINCIPAL J. n DATE 26/3/14