TENISON WOODS COLLEGE

LIBRARY POLICY

<table>
<thead>
<tr>
<th>LIBRARY POLICY approved by:</th>
<th>Date:</th>
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<tr>
<td>SIGNED (Principal or Delegate)</td>
<td>11/11/16</td>
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<td>SIGNED (Board Chair)</td>
<td>01-04-2016</td>
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<tr>
<td>SIGNED (Responsible Leadership Member)</td>
<td>4-17-16</td>
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<tr>
<td>POLICY TO BE REVIEWED BY (person/role):</td>
<td>Review Date:</td>
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<td>LIBRARY MANAGER</td>
<td>2018</td>
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LIBRARY POLICY

Rationale

These guidelines aim to help students and families understand the expectations for students utilising the library and/or borrowing books and assists with the development of responsibility, healthy study habits and skills.

Borrowing books

Loans:

- Students – 14 days and 1 extension
- Staff – 30 days and 1 extension

Junior School:

- Reception – maximum of 1 book at a time and must have their book bag with them.
- Years 1-2 – maximum of 2 books at a time and must have their book bag with them.
- Years 3-5 - maximum of 3 books at a time.

Middle School:

- Years 6-9 - maximum of 5 books at a time.

Senior School:

- Years 10-12 - maximum of 10 books at a time.

Overdue items

- Students are unable to borrow books until all overdue items are returned.
- Weekly notices are sent to class and Home Group Teachers to alert students of any overdue items. If item(s) remain overdue, an individual notice is given to the student and then followed by a letter home to parents/caregivers. If the item(s) are then not returned, they are removed from the student’s record and the cost to replace the item(s) is added to the student’s school fees.

Library Expectations

Computer and Internet policy

All Tenison Woods College Library users must abide by the policies set out by the College on computer and internet usage including Cyber Safe User Agreements and the ICT Policy (found on the College website).

Use of Mobile Phones

All students must have their mobile phones switched off and out of sight during school hours. This includes recess and lunch time. Any student seen using a mobile phone during school hours will have it confiscated. Please see the Mobile Phone Policy for further information (found on the College website).

The Library Environment

All Library users are expected to respect the Tenison Woods College Library as a clean, safe and healthy learning environment. All Library users are expected to:

- Treat Library staff courteously and respect the rights of other Library users.
- Handle all collection resources with care to ensure they will be available for future clients.
- Adhere to the Library Use guidelines.
- Read and respond to Library notices in a timely manner.
- Make the Library staff aware when equipment fails or resources are damaged so they can be repaired as quickly as possible.
- Allow sufficient time for the Library staff to obtain any resources you need.
Library Client Service Delivery

Tenison Woods College Library staff will be courteous and supportive at all times. We will:

- Make resources available to all Library users in an equitable manner.
- Provide appropriate technology and work stations to access our resources.
- Respond promptly to your requests.
- Listen to your concerns and take appropriate action.
- Respect your privacy and ensure that your borrower details are secure.
- Communicate with you about our services and plans.