TENISON WOODS COLLEGE

LIBRARY POLICY

LIBRARY POLICY approved by:			
SIGNED (Principal or Delegate)	David Mezinec	Date:	16.12.2022
SIGNED (Board Chair)	Peter Collins	Date:	16.12.2022
SIGNED (Responsible Leadership Member)	Alexandra Nicholson	Date:	19.12.2022
POLICY TO BE REVIEWED BY (person/role):	LIBRARY MANAGER	Review Date:	Dec 2024

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 3-4 - maximum of 3 books at a time.
- Year 5 – maximum of 5 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 may borrow with overdue books during a term but they must return all overdue books prior to the end of term or borrowing will be restricted and an invoice may apply.
- 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 an email 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 ICT User Agreements and the ICT Policy (found on the College website).

Use of Mobile Phones

All Tenison Woods College Library users must abide by the policies set out by the College on Mobile Phone usage.
Please see the Mobile Communication Device 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.