

Policy Document

Library

Rationale

- The library should be an efficiently organised resource centre for the use of the children, teachers and parents.
- The library program will aim to promote an appreciation of and respect for literature and books.
- The library will assist in the development of research and informational skills *for* purposeful inquiry and informed decision-making.

Objectives

- The library will provide a range of materials, including picture story, fiction, non-fiction and reference books, audio-visual equipment and resources for home borrowing and class usage.
- A planned program of study and library skills will be developed to form part of an overall research program.
- A teacher or Librarian will work with classes in formal research, understanding the Dewey System, alphabet activities and story analysis, appreciation and similar activities.
- Bulk borrowing system will operate for the convenience of classroom teachers. Teachers will be able to request Library resources when required.

Implementation

- All grades will be time-tabled to spend time within the library.
- The library collection will be maintained, reviewed and developed on a continual basis.
- A comprehensive collection of materials catering for various tastes and reading ages will be provided, and will be culled and updated.
- The cataloguing and processing of materials will follow the Victorian Schools Libraries format.

Evaluation

The use of the library will be evaluated by

- A reviewing of the borrowing in all areas.
- Questioning and observation of user satisfaction and enthusiasm.
- Completion of teacher designed tasks to reflect the ability of the pupils to use the library resources.
- Discussions with the staff on the value of the program.

This policy will be reviewed as part of the school's four-year review cycle.

The following are the rules by which the library policy is governed.

Non-profit clause

The assets and income of the organisation shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation *for* services rendered or expenses incurred on behalf of the organisation.

Dissolution clause

In the event of the organisation being wound up, any surplus assets remaining after the payment of the organisation's liabilities shall be transferred to another organisation in Australia which is a deductible gift recipient for the purposes of any Commonwealth taxation Act

Maintaining Gift Fund

The entity will maintain for the Principal Purpose of the organisation a fund (Gift Fund)

- (a) to which gifts of money or property for that purpose will be made;
 - (b) to which any money received by the organisation because of those gifts will be credited;
- and



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- (c) that does not receive any other money or property

Limits on use of Gift Fund

The entity will use the following only for the Principal Purpose of the organisation:

- (a) gifts made to the Gift Fund:
- (b) any money received because of those gifts.

Winding Up of Gift Fund

'If the Gift Fund is wound up or if the endorsement (if any) of the organisation as a deductible gift recipient is revoked, any surplus assets of the Gift Fund remaining after the payment of liabilities attributable to it shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made.'

Evidence of Gift Fund's Existence

On request, the fund, authority or institution will provide evidence of the Gift Fund's existence, which shall include but not be limited to a separate bank account or such other method as establishes a separation and identification of the Gift Fund, from any other funds of the fund, authority or Institution.

Ratification

Ratified by School Council: 12-September-2012
School Council President: Glen Noble Principal: Anne McPhee