



BFPS LIBRARY POLICY

DUE FOR REVIEW

March 2027



Help for non-English speakers

If you need help to understand the information in this policy please contact Banyan Fields Primary School on 9782 1333.

PURPOSE

The school's library is a highly valued resource which is maintained to support and develop teaching and learning at Banyan Fields Primary School.

SCOPE

This policy applies to all students and teachers at Banyan Fields Primary School.

POLICY

GUIDELINES: The library seeks to provide a range of texts and literature for use by students and staff. It is developed to facilitate student borrowing, to provide resources that can be borrowed and added temporarily to classroom libraries, and for teachers to access and borrow mentor texts. Teachers will be able to visit the library with their classes, utilising its facilities to:

- Support classroom programs (particularly the Whole School Approach to Reading).
- Build student appreciation and growing enjoyment of literature and reading for both leisure and educational purposes.
- Scaffold skill building so that students can independently locate a text and understand the way libraries are structured and organised.

IMPLEMENTATION: Purchasing for the library will be supported with an allocation of funds through the annual budget. This budget is to be monitored and purchasing co-ordinated by an allocated member of staff as outlined in the allocation of Roles and Responsibilities each year. The purchase of specific texts to support classroom programs and the Curriculum, can be negotiated between year level teachers and the library staff.

Borrowing Guidelines:

- Students will be able to borrow up to two books at a time for a period of up to 2 weeks. Borrowing privileges may be temporarily terminated if a book is not returned on time (overdue).
- If a book is not returned by a student, an account will be sent to their family (for the cost of replacing the book) which will be a \$5 contribution. This account must be paid in full for borrowing privileges to be reinstated.
- Members of staff will be able to borrow up to 50 books at a time, for a period of up to 11 weeks (one term).

Programs: Each class should be given the opportunity to visit the library (usually with their classroom teacher) once per fortnight. The library will also be open during advertised times such as; before school, lunchtime or after school. This includes Calm Club during recess and lunch time.

Maintenance and development of the library as a resource will be on-going. Stocktakes will be completed annually and comprehensive circulation records will be maintained. Parent volunteers in the library are welcome.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website.
- Included in staff induction processes.
- Discussed at regular staff meetings.
- Reminders in our school newsletter.
- Hard copy available from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Consultation	March 2024
Approved by	School Council
Next scheduled review date	March 2027