



MILING PRIMARY SCHOOL

LIBRARY POLICY

INFORMATION

The Miling School Library is a well-resourced, multi-functional room that may be utilised by students, staff and the community. The library is situated in the transportable room at the rear of the main school building and has an excellent range of materials in both the Fiction and Non-Fiction areas. Parents are encouraged to become involved in the operation of the library. Cinny Topham is the Library Officer, employed 1 day per week.

LIBRARY USE & EXPECTATIONS

STUDENTS

- Once a week, students will be taken to the library to exchange their books. They are encouraged to get at least one new book each week and also, if applicable, to take out a variety of fiction and non-fiction texts.
- It is the students' responsibility to remember to bring their library books every Thursday to exchange.
- ***Children must use a waterproof library bag for storing and transporting their library books.*** Recommended library bags are available from the school at a cost of \$8.00 each.
- The borrowing guidelines are as follows:
 - Kindergarten – 1 book at a time
 - Pre-Primary – 2 books at a time
 - Year 1-3 – 3 books at a time
 - Year 4-6 – 4 books at a time
- Children are expected to take care of their books and return them each week in the same condition as they were borrowed.

PARENTS / COMMUNITY

- Parents and community members are encouraged to join the library to utilise our collection – memberships are available at a cost of \$10 per year.
- The Library is open to parents and community members each Thursday when Cinny is on site.
- Students are not permitted to borrow books under their parents or grandparents membership at any time.
- If books are lost or damaged, parents/community members are to contact Cinny direct. She will organise an invoice for the cost to replace the book.

REVIEW

This Policy will be reviewed as necessary and the changes will go through the School Board to be endorsed.

SCHOOL BOARD ENDORSED 2018