



## LIBRARY RESOURCE CENTRE

### THE POLICY

The Library Resource Centre of St Matthew's aims to provide a wide variety of resources that will support the school's philosophy and goals. A stimulating and welcoming atmosphere provides children with positive experiences of learning and discovery as well as the enjoyment of literature.

### THE PROCEDURE

- Each child is required to have a named library bag.
- Books may be borrowed for a loan of up to 2 weeks.

*Prep & Year 1: 1 fiction and/or 1 non-fiction*

*Years 2 - 6: Up to 2 fiction and/or non-fiction*

Students can arrange to borrow more than this if needed for projects etc.

- Some non-book material is available for loan on request.
- All borrowing must be recorded through the automated library system using the bar code reader. This is done by teachers, library staff or school officers.
- All borrowed material should be placed in the return trolley by the due date.
- Overdue notices are issued twice a term. Borrowing privileges may be curtailed if items are significantly late, and after the second overdue notice, parents are requested to pay the replacement cost for the item.
- All classes visit the Library each week for a lesson and borrowing.
- The library is open at lunchtime for students. The timetable on the door of the library shows when each year level is able to use the library.