



## 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, preferably cloth.
- Books may be borrowed for a loan of up to 2 weeks.
  - Prep & Year 1: 1 fiction or 1 non-fiction*
  - Years 2 - 7: 1 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 systems using the bar code reader. This is done by teachers, library staff or volunteer parent helpers.
- All material should be returned to the dump trolley by the due date.
- Overdue notices are issued monthly. Borrowing privileges may be curtailed if items are significantly late.