



**BLACKFRIARS**  
PRIORY SCHOOL

# LIBRARY POLICY

Date Approved: 2020

Review Date: August 2022

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## CONTEXT

As the only school founded by the Dominican Friars in Australia, Blackfriars Priory School remains faithful to the search for Truth (Veritas) as lived and taught over the last 800 years by the Order of Preachers (Dominicans), and exemplified by Saint Dominic, our Founder, and Saint Albert the Great, our Patron.

Saint Dominic's commitment to study continued throughout his life. The pursuit of knowledge was not for its own sake but to better understand God's creation and its use in the works of the Order has continued through the centuries. Today, Dominicans can be found throughout the world.

An early member of the Dominicans was Saint Albert the Great. He became a lecturer, scientist, philosopher and Bishop. After his death he was recognised as a Doctor of the Church. The Doctor Universalis – The Universal Doctor, in recognition of his extraordinary genius and extensive knowledge, for he studied every branch of learning known at his time. His quest for knowledge saw him study everything he could find as it was through learning about creation, that he was able to know more about the creator, God, and then hand on that information to all he taught.

The lifelong commitment of Saint Dominic and Saint Albert to discovering and applying Truth to hand on to others remains at the core of the Blackfriars teaching pedagogy and its community. Blackfriars is built upon the Four Pillars of Dominican Life: Prayer, Study, Community Life and Service.

## PURPOSE

The purpose of this policy is to articulate the policy position of the School in relation to library services at the School.

### **Vision Statement**

We believe the library's evolution is integral to the School's holistic development. As faculty agnostics, we are perfectly placed to drive the education agenda. We aim to make capacity for information, inquiry, innovation, immersion and instructional excellence.

By examining the function of the library in terms of School library space, people, resourcing, curriculum, access and reach we believe we can reimagine what we can achieve as experts in library and information management knowledge and skills. By listening to and reflecting the needs of our community the library will be best placed to benefit the entire School Community.

## SCOPE

This policy applies to all members of the Blackfriars Priory School community.

## **POLICY**

### **SPACE**

When redesigning the library space, it is crucial that the form reflects the function of the library. Fluid design principles and zoning will ensure it is a customisable learning space. Contemplative areas providing a quiet haven away from other demands allows students to study, recharge, reflect, read and be mindful. Collaborative spaces are also important. The library is a place to connect with others and to participate and be heard. An area for collaboration with peers or peer mentoring, supported by Teachers, also has a place in the library. Innovative spaces include breakout rooms, small study pockets, charging stations, presentation booths and a room with green screen. Movable shelving and furniture adapted to suit a variety of purposes allow the layout to vary depending on the use of the library for that lesson or day. These customisable learning spaces allow the seamless connection with people, technology and learning.

The library then becomes the third space. The content of their world and their lives interconnect here. It is an “anchor” of community life and facilitates and fosters broader and more creative interaction. It is a highly accessible, welcoming and comfortable space that accepts everyone and does not discriminate. The tone of the third space is homely yet playful. It is hoped that students feel a piece of themselves is rooted in the space and gain spiritual regeneration by spending time in the library.

### **PEOPLE**

The library is staffed by well qualified, welcoming and professional information specialists. Each Staff member brings with them a wealth of knowledge and expertise in their field. Dedication to professional learning and an openness to harness new ideas and technologies ensure they are best suited to staff the School library.

Teacher librarians working across the School (ELC-Year 12) ensure staff and students have access to holders of dual qualifications, both teaching and library and information management. Teacher librarians are uniquely qualified to support the needs of the school community in an ever-changing world. Teacher librarians support the development of a personalised learning approach. With inquiry based learning, students learn content as well as examine the process of learning while producing a product. This process mirrors real-life, authentic learning. It is vital that classrooms are open to inquiry learning. Knowledge of new and developing forms of technology and information ensures Teacher librarians provide a lead and integral role in the School's evolution.

### **RESOURCING**

The library becomes a central hub housing physical and electronic resources. This convergence of services, such as information, technology, curriculum, e-learning and student services, allows for strategic conversations. This opportunity for collaboration allows staff to work together to combine and consolidate their efforts. For the library to house this qualified team of information, technology and learning experts that is faculty agnostic promotes pedagogical fusion. The benefits of transforming services go beyond the individual student and have far reaching implications for the School community as a whole. This synergy and functionality transcends the traditional paradigm.

However, the traditional function of the library is also to provide an opportunity to relax, read and be surrounded by literature. Literacy development and a culture of reading excellence is one that is advocated for by library staff. Students will be provided with a wide variety of appropriate, recreational reading materials, in a variety of formats.

## **CURRICULUM**

The role of the School library is to provide timely, responsive information support to staff and students. Staff members assist Teachers in effectively resourcing new curriculum initiatives. These resources are provided regardless of format and location. Providing a Staff preparation area within the library surrounded by resources ensures effective communication regarding the sourcing of potential resources as well as library Staff being present to recommend suitable resources. Students are given access to authoritative resources that will enhance their learning. Students will be encouraged to be discerning users of information who will respect the principles of copyright and creative expression.

## **ACCESS**

To strengthen the learning connections between home and School, we have harnessed mobile connectivity. A relevant, flexible 24/7 service is provided for all patrons. Access to online databases, federated searches, e-Learning platforms, e-Books, audiobooks, the library catalogue and library website is provided for staff and students on platforms that are device agnostic.

Access to the library during non-class times, lunchtime, before and after School as well as during scheduled learning times across the school day is encouraged. The running of a homework club afterschool, staffed by curriculum specialists, highlights the integral place the School library has within the learning context.

## **REACH**

The Hallinan Library serves the entire School Community, including staff and students from the ELC to Year 12. By providing high quality levels of service and transforming the facilities as key learning centres of information, inquiry, innovation, immersion and instructional excellence, we aim to meet the ever-changing needs of the patrons in our community.

We aim for the library to be a dynamic, responsive, fluid, instructional, relaxing and collaborative zone within and beyond the School. A place of, not for, the community. A centre promoting lifelong learning and excellence.

The School library aims to:

- support students in educational and recreational reading, catering for the emotional, cultural and intellectual needs of students considering their various ages, abilities, and interests.
- implement, support and enrich the School curriculum by providing a wide range of materials in different formats at all levels.
- organise materials for effective use by providing an organised, accessible and pertinent collection of resources and services.
- guide staff and students in their choice of materials.
- provide resources that support the Catholic ethos of the School.
- teach students how to define, locate, select, use, organise, present, evaluate and acknowledge information.
- provide a broad range of recreational materials to encourage the development of student literacy.
- provide materials on controversial issues so that bias is avoided and an opportunity is given for developing critical judgement.
- coordinate resources housed in teacher reference collections and specialist areas to make them accessible to the whole School population.
- maintain an atmosphere in the library conducive to effective learning and enrichment.

- co-operatively plan, implement and evaluate guided inquiry programs in conjunction with classroom Teachers.
- promote the use of appropriate Information Communication Technologies.
- support Parents/caregivers and community members by allowing access to a collection of resources and a range of services appropriate to the School Community.

## PROCEDURES

The Hallinan Library is an integral part of the School learning community with its emphasis on information resources in online, digital, audio-visual and print formats. In addition, library staff members manage the distribution of texts to students through Book Hire. It is imperative that in an area in which a large amount of capital is invested, attention is given to the appointment of suitable qualified and experienced staff who are able to make informed recommendations and provide direction in the establishment of this key resource.

The School Community, students (Early Learning Centre (ELC) – Year 12), staff, and parents/caregivers, are serviced by two libraries. The Senior Library caters for staff and students from Years 7-12 while the Primary Library serves staff and students from the ELC – Year 6. Both libraries employ a qualified Teacher Librarian and the support staff are qualified and/or experienced in library management. The principles and practices contained within the Library Policy will be uniform across both libraries.

### 1. COLLECTION MANAGEMENT PROCEDURE

The School's Collection Management Procedure deals with the selection of materials, their acquisition and evaluation. This policy and the aims of the library underpin the collection management procedure.

- Responsibility for selection is held by the Teacher Librarian / Librarian.
- The materials added to the collection will:
  - Have direct application to support the curriculum
  - Assist students in understanding their world
  - Provide information for hobbies and interests of students
  - Be attractive in appearance, functional in format, of acceptable quality and current
  - Represent differing viewpoints on controversial subjects
  - Be considered on the criteria of authority and reliability. Consultation with curriculum personnel and specialist Staff will occur where appropriate to confirm a work's reliability and accuracy
  - Provide fair representation of all subject areas
  - Support the Catholic ethos of the School.
- Each resource for inclusion in the collection will be assessed and considered on the basis of:
  - Authority
  - Physical format and technical quality
  - Arrangement / layout of material

- Appropriateness
  - Cost
  - Format.
- Acquisitions will be purchased following the purchasing procedure as determined by the Finance Office, which includes the use of official School Purchase Order forms.
  - There is no restriction on multiple copies on the shelves. The library Staff decides on a needs basis.
  - Donations of print and non-print material are gratefully accepted on the understanding that they are treated as an item being considered for selection.
  - Acquisitions from all departments/areas of the School need to be catalogued and processed through the library as part of the asset register and to ensure equity of resources.
  - Staff are encouraged to recommend texts for purchase. Staff recommending texts for the Book Hire scheme will undergo approval by the Head of Primary or Deputy Principal (Secondary) using a “Request to Purchase Book Hire Texts” form.
  - Regular and ongoing evaluation of the collection is essential. Methods to evaluate the collection include:
    - Professional judgement
    - Constant review using selection criteria
    - Collection mapping
    - Surveys of users
    - Analysis of data obtained through the Library management system Oliver.
  - Deselection is undertaken to maximise the use of the resources, create more space on the shelves and to ensure currency of the collection. The process should be ongoing but all sections should be weeded over a 5 year period.
  - The criteria used to remove materials include:
    - Inaccuracy of content
    - Obsolete content and format
    - Lack of relevance to the curriculum
    - Unattractive in appearance or worn out
    - Analysing patterns of use data from Oliver
  - Items weeded from the collection due to their physical deterioration will be replaced if they still meet the selection criteria.
  - If there is a complaint made regarding controversial or inappropriate material then the complainant will be asked to complete a “Request for Reconsideration of an Item” form outlining their concerns. Controversial material will be removed from circulation while it is assessed. The Teacher Librarian and Librarian will consider the whole material rather than sections taken out of context. Reference will be made to the selection criteria. The Teacher Librarian and Librarian will consider the objection and seek the Principal or Head of Primary or Deputy Principal (Secondary) direction if deemed necessary. If the objection is overruled, a comment will be

recorded in the notes section of the library catalogue for future reference. If the objection is upheld the item will be removed from the collection.

This procedure includes the "Request to Purchase Book Hire Text" form and the "Request for Reconsideration of an Item" form.

## 2. CIRCULATION PROCEDURE

The School's Circulation Procedure forms the basis for the operation of circulation services. Oliver's circulation module enables library borrowers to borrow materials and reserve items. The library's broad goal of maximising the availability of resources to all staff, students and parents/caregivers is met through the effective control of the automated system. Library Staff help monitor the borrowing, returning and re-shelving of materials. This policy and the aims of the library underpin the circulation procedure.

- Loans will be made to the members of the School Community, including Relief Staff and Trainee Teachers.
- All materials that leave the library must be borrowed through the system and are the responsibility of the borrower.
- Opening hours for the library will be determined by the needs of staff and students within budgetary and staffing constraints.
- Staff may borrow from the complete collection but students are given restricted access based on suitability, formats/collections i.e. age appropriate collections, no access to teaching resources / DVDs.
- Loan periods will be realistic and vary in length depending on the nature of the material and how heavily it is used. Loan periods for staff and students will be brought into alignment with subject/course length.
- Loans over term breaks will be allowed but not for the Christmas holiday period unless approved by the librarian.
- Realistic loan limits will be determined based on maturity and needs.
- Individual loan limits may be restricted due to continual loss of resources, as determined by library Staff.
- Overdue items will be managed in accordance with the School's Hallinan Library Overdue Procedure.
- Reservations are available through Oliver.
- Loans across branches may be negotiated for individual students and selected resources, as deemed appropriate by Library Staff.
- At all times borrower details will be dealt with privately and respectfully.
- Exiting students will be accountable for all items still on loan.
  - As soon as the Registrar receives notification of a student exiting they need to notify the student's Head of House (HOH) (Secondary), Assistant Head of Primary/Curriculum, ELC-6 (Primary) and other key stakeholders via the Community Movement Outlook email distribution group that a student will no longer be attending.

- Library Staff will provide the HOH/Class teacher a list of all current items on loan to follow up with the student.
- If there are no outstanding items, Library Staff will sign off on the student's exiting form.
- If there are still outstanding items, they will be considered lost. An invoice will be sent to the Finance Office to be added to the student's final account. If the School fees have already been paid the cost of the item will be invoiced separately by the Finance Office.
- Library Staff will remove the outstanding item from the student's record, add charges and change the student's status to 'no longer attending (books out).'
- Exiting Staff will be accountable for items still on loan.
  - When it is known that a staff member is leaving, office staff will immediately notify the Library Staff (via the community movement email.)
  - Library Staff will print out a current list of items on loan to the staff member and a copy will be forwarded to the Deputy Principal (Secondary).
  - Staff members are required to locate and return all items listed under their current loans.
  - Deputy Principal (Secondary) will ensure that all items are returned prior to the staff member leaving.
  - Any outstanding items will be sent to the Finance Office for invoicing.

### 3. OVERDUE PROCEDURE

This procedure is designed to better manage the overdue process to ensure that all students have equal access to library resources. It also seeks to reduce the high rate of loss and resulting replacement costs that have been a problem in previous years. It outlines the procedure for managing overdue resources in both the primary and secondary libraries for all students and staff at the School.

Teachers' support is required for following up with students regarding overdue resources, particularly Book Hire items. Overdue notices will be distributed as per the table below.

- Overdues for Staff will be issued at the end of each term.
  - Overdue items must be sighted and renewed if staff members are still using the items.
  - Overdue items that are no longer required need to be returned to the library.
  - Lost library items need to be reported to Library Staff, items will be invoiced to staff if they are still required.
  - Book Hire textbooks that are no longer needed (i.e. you no longer teach that subject) need to be returned to the library. If it is lost, an invoice will be generated.
- If you access Book Hire texts with a class, it is your responsibility to ensure that all texts are returned at the end of the subject/course. The replacement of texts for Book Hire can be a timely and expensive process, which can impact future students if copies are not available for use.

## Overdue Timeframe

Overdue notices will be issued in the following formats and timeframe:

| Title          | Overdue Period | Format   |
|----------------|----------------|--|
| 1st Notice     | 2-14 days      | Email to student (Secondary), note to parent/caregiver via the student (Primary, ELC)  |
| 2nd Notice     | 15-21 days     | Email to student and parent/caregiver (Secondary), note home and an email to parent/caregiver (Primary, ELC)                                   |
| Final Notice * | 22-28 days     | Courtesy letter stating impending invoicing - emailed to student (Secondary) and hard copy/email to parent/caregiver (Secondary, Primary, ELC) |
| Invoice        | 29-42 days     | Invoice sent by the Finance Office   |

\* *Prior to the Final Notice being issued the librarian will contact the relevant Head of House / Class Teacher to ensure there are no extenuating circumstances that would preclude the student from receiving an invoice if the items are not returned.*

## Claims Returned

If a Head of House believes there are extenuating circumstances surrounding a student, then the item will be made a 'claims returned'.

- The item will be removed from the student's record. A note will be recorded on the student's record. The item will then be made 'claims returned'.
- Individual loan limits may be restricted due to continual loss of resources, as determined by Library Staff.
- If an additional item is not returned the student will be invoiced after checking with the Head of House.

In certain circumstances library Staff may remove items from a borrower's record at their discretion.

## Lost and Damaged Items

- If a student has lost an item he will be invoiced for the replacement cost of the item through the Finance Office
- Once the invoice has been sent by the Finance Office, Library Staff will remove the item from the student's record. It will be marked as "lost/paid". Student information will be added to the resource and charges added to the student's record in the system.
- If the item is recovered at a later date, the Library Staff will notify the Finance Office and the student will be reimbursed by having the amount deducted from their School fees.
- When a student comes to collect a new Book Hire text and it becomes evident there is an overdue item, the student will be asked to look for the book overnight. At this time an email (via SEQTA) will be generated for the student and parent/caregiver making them aware that if the item is not returned an invoice will be sent by the Finance Office.
- With Book Hire, students do not receive another Book Hire text until the overdue item has been returned or an invoice has been sent by the Finance Office.

## Replacement Items

A report for lost, missing and claims returned items will be generated at the beginning of week 4 every term.

- This will ensure unreturned items from the previous term are taken into account.
- This will inform Library Staff's decision regarding which items are considered necessary to replace.
- Particular attention will be paid to Book Hire items to ensure there are always sufficient copies for a class set.
- Discontinued and the copy record of lost items will be removed from Oliver to ensure it is current.

This procedure includes a "Courtesy email general and book hire template" and an "Invoice email general and book hire template."

## 4. CATALOGUE PROCEDURE

The School's Catalogue Procedure ensures reliable, consistent and accurate records inform the services the library provides.

This policy and the aims of the library underpin the catalogue statement.

- A reliable catalogue enables:
  - All resources available with the School Community to be catalogued using a consistent approach
  - Individual resources to be located
  - Users to become familiar with systems of information retrieval.
- Catalogue records will follow internationally accepted standards while remaining relevant to Australian school resource centres. The use of SCIS (Schools Cataloguing Information Service), WorldCat, and National Libraries Australia will help provide the basis for catalogue records, subject headings and classifications. This process will also ensure records are compatible with the Library Management System, Oliver.
- Cataloguing will be conducted by suitably qualified and experienced staff to ensure reliability, consistency and accuracy of the cataloguing records.
- Acquisitions from all departments/areas of the School need to be catalogued and processed through the library as part of the asset register and to ensure equity to resources.
- Resources are to be catalogued before borrowing occurs. Urgently needed items will be given priority.

## 5. STOCKTAKING PROCEDURE

The School's Stocktaking Procedure ensures the presence and condition of the collection is monitored periodically and systematically.

This policy and the aims of the library underpin the stocktaking procedure.

- The stocktake is undertaken for the following reasons:

- For economic accountability
  - To identify lost items
  - To provide statistics for the School of the loss rate of resources
  - To ensure that the catalogue is as accurate and up-to-date as possible
  - To identify areas of need
  - To obtain relevant data for budget formulation
  - To aid in the deselection and mapping processes.
- At the stocktake, Library Staff ensure that:
    - Each item is accounted for as available, on loan or missing
    - The barcode is in place on the item
    - The call number on the item corresponds with the catalogue information
    - A visual check of the item is also conducted.
  - Stocktaking time is also used for determining whether:
    - Reclassification or relocation is called for to increase its relevance
    - The classification needs to be updated
    - New spine labels are required for legibility.
  - The library will be closed in order for the stocktake to occur. However, stocktakes will be scheduled to ensure minimum inconvenience to borrowers of the library and the School in general.
  - Stocktakes will occur on a rotational basis due to their time consuming nature. Each year at least one collection will be the focus of a stocktake and a stocktake of the entire collection will occur every five years.

## RELATED DOCUMENTS/LINKS

1. "Request to Purchase Book Hire Text" form [Link](#)
2. "Request for Reconsideration of an Item" form [Link](#)
3. Courtesy email general and book hire template [Link](#)
4. Invoice email general and book hire template [Link](#)

## **POLICY IMPLEMENTATION**

Responsibility for implementation, monitoring and review of the policy is vested in the following roles:

Teacher Librarian R - 12

Library Staff

School Executive

## **POLICY REVIEW**

Frequency: Every 2 years

Next review date: August 2022

## **APPROVAL AUTHORITY / POLICY OWNER**

Blackfriars Priory School