

Guidelines and Procedures

The Library is part of the total school programme promotes the enjoyment of reading and the exploration of the world of imagination and knowledge. It also encourages the use of technology to enable students to gain access to information and to learn fundamental research skills.

Curriculum Support

Curriculum teaching is supported and student learning enhanced by:

- providing opportunities and resources for users at all levels.
- making available well selected materials. This includes fiction and non-fiction at all levels.
- making available resources which reflect the unique perspective of New Zealand and its society.
- promoting goals of equity, gender and racial equality through the library collection, its environment and its use.
- promoting a welcoming attractive environment that is enjoyable through child centred displays and recreation activities.
- allocating a weekly library time at which teachers focus on library skills.
- ensuring the collection is regularly weeded and is up-to-date.
- ensuring the books look attractive and clean.
- a purchasing plan which includes replacing appropriate books as well as new books.
- maintaining a close liaison with teachers to obtain contexts for study.
- identifying individual reading needs for as many pupils as possible.

Borrower Limits

- Borrower limits: Whilst the amount of books issued can be varied by individual teachers and for individual pupils, in general each child is able to borrow two books per visit on a fortnightly basis, with an option to renew once, giving a total of up to four weeks.

Sections

- Picture Books
- Junior Fiction
- Fiction
- Junior Non Fiction
- Non Fiction
- Sophisticated/ Senior Picture Books
- Staff Books
- Picture/ Non Fiction
- Library Resources

Loan periods

- Students - 2 weeks
- Staff - 90 days

Library Structures and Expectations:

- The library has structures and expectations which are designed to provide access, accommodate pupil safety, foster positive behaviours, encourage responsible care of books, effectively utilise devices, and maintain a positive and well presented environment. These include:
 - Overdue details are automatically updated by AccessIt daily. As each class visits the library, students with books regardless of whether they are overdue, are given a verbal reminder on the whereabouts of the book(s).

Following up Overdue Books is a five step process:

1. Overdue lists are given to the teachers at the end of each week / second week depending on the overdue cycle (as books become overdue after 2 weeks of being on loan) for following directly with student and parent/guardian
2. An “Overdue Reminder Notice” is sent to the students one week after step 1 above has occurred. This letter details to the parent / guardian that the student has overdue books and that we require them back. At this point students still with overdue books are not able to take anything else from the library
3. An “Overdue Letter (to parent/guardian)” is sent to the students one week after step 2 above has occurred. This letter details to the parent / guardian that the student still has overdue books and that we require them back immediately and that they may incur the cost of the books (which is detailed in the letter)
4. An “Overdue Final Payment Letter (to parent/guardian)” is sent to the students two weeks after step 3 above has occurred. This letter details to the parent / guardian that the student still has overdue books and that if they cannot find them then they need to pay the replacement cost detailed in the letter for the lost book(s). A list of students who receive this Final Payment Letter is provided to the Office so when and if payment occurs the office can notify the library.

Please Note: Often step 3 is repeated at least once before step 4 occurs. How to complete these steps are detailed in the Library User Documentation.

5. When either the books are returned (from step 3 or 4) or payment is received the student will then be able to borrow books from the library again. If no payment is received for the rest of the year then that student is reassess at the beginning of the following year (assuming that they are not Year 6 student) to determine whether they can borrow books again. Generally the students get two chances before being unable to borrow books again.
- The library has a ‘Wish Book’ in which pupils and staff can write suggestions for purchase or simply ideas to improve the library. This helps in identifying gaps in the collection.

- The AccessIt Web Search Catalogue allows students to search both by words as well as a visual search (including specifically a Young Readers section) which enables children who may not be sure how to spell a word but know what it looks like, e.g. hippopotamus. It is important therefore that the book information, in particular “Subjects” are updated by the librarian.
- No hats or shoes to be worn inside.
- An information sheet is given to each School family through the school’s prospectus outlining the expectations and responsibilities and FAQ’s that go with library usage. The mentioned information sheet is attached.
- As subjects are added to and deleted from the Dewey System the librarian is constantly updating the database and moving books appropriately. This ensures the filling system makes sense and is consistent.
- Apart from the Dewey numbers, shelf labels of popular non-fiction topics are added as appropriate to assist children and teachers in finding their books. This also helps children understand how the Dewey System works.
- The librarian is given a set budget which assists in the planning process. Identified gaps in the collection can be corrected in a measured manner.
- The librarian makes available to the Principal end of year statistics which include usage, depreciation, and current value.
- Backups are carried out weekly onto a separate hard-drive.

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West Park School Library
Information Sheet for Parents and Students

Welcome to West Park School Library!

Frequently Asked Questions

Who will help me in the Library?

How many books can I borrow?

When can I borrow books?

How long can I keep the books?

What happens if I forget to bring the books back?

What happens if books get damaged, or I lose my books?

What happens if I lend my book to someone else and they lose it?

How can I find the special book I am looking for?

Who will help me in the Library?

The Librarian will help you to find the books you need and will issue them on the computer for you. Books must be issued before they are taken out of the library.

How many books can I borrow?

All students can borrow up to two books at a time.

There is a special section with sophisticated Picture Books, written with Year 5&6 students in mind.

You can reserve a book by asking the Librarian to hold it for you so that you can be the next person to read it.

Reference books must stay in the library. We also keep puzzle books and graphic novels for students to use in the library only. If it has REF on the front right corner it stays in the library.

Students with overdue books or lost or damaged titles that have not been paid for may not borrow, until books are returned, or payment made.

When can I borrow books?

You can borrow books when your class comes to the library each week for 'Library Time'.

How long can I keep the books?

The books are issued for two weeks. You can return them early if you like, and borrow more books. If you haven't finished with a book, ask the Librarian if your loan can be renewed for another two weeks.

What happens if I forget to bring the books back?

Every second week, an overdue book list is sent to each class so you will be reminded if you have forgotten your books.

What happens if books get damaged, or I lose my books?

If you accidentally damage a book, please do not try to repair it at home. Bring it back to the library and we will try to repair it. If we can't repair it, or if you have lost a book, we will ask you to pay to replace it.

It is a good idea to have a book bag to carry your books home in and protect them from things like leaky drink bottles.

You are responsible for the books you have borrowed, so when you get them home, keep them away from pets, babies and drinks!

What happens if I lend my book to someone else and they lose it?

You are responsible for the books you have borrowed. If your friend wants your book when you have finished reading it, take it back to the library and ask the librarian to issue it to them.

How can I find the special book I am looking for?

You can search for a particular book, or a book on a particular subject by using our library **Access-It** web search catalogue on any of the library devices. Ask the Librarian to show you how to search using title, author, or subject.

The search result clearly identifies if the book is available on the shelf. It saves a lot of time looking for something that someone else has already borrowed. You need to click on the title, then read across the screen to see if the book is available or on loan.

If the book you want has already been borrowed by someone else, please come and see the Librarian who will reserve it for you.

If you can't find any information about the topic you are interested in, please come and see us and we will try to get you something from somewhere else, either by buying it, or borrowing from another library.

You may contact library staff by email:

library@westpark.school.nz

Other information about our Library:

- Every year we buy a selection of new books. Our aim is to ensure that we have the best of new fiction available. Non-Fiction titles are bought for topics being studied and to build a varied collection.
- If you would like to see a particular subject, author or title in our library please make a note about it in our **WISH BOOK** and we will do our best to help you.
- The library is a place for quietly working or relaxing with a book.
- Our books are expensive, so we want everyone to enjoy them looking good.
- We have a few Library Rules that we expect all students to follow:
 - **Quiet voices**
 - **No food or drink or running inside**
 - **Respectful use of books and iPads**

HAPPY READING!

NOTES FOR STAFF

The Library's Vision is for the Library to be a focal point of the school, where students and staff can access information reflecting curriculum needs and recreational interests using a range of technologies in a welcoming environment.

- **Library Staff:** See termly organisational booklets.
- **Contacting the library:** Speak with Fiona or email her at library@westpark.school.nz
- **Library Times:** See termly organisational booklets.
- **Contexts for study:** please let the library know contexts for study as far in advance as possible so that book displays can be set up to develop/enhance interest in the topic; and to guide book purchases.
- **Wish Book:** Like to see a particular topic or title in our library? Write the details in our Wish Book and we will do our best.
- **Timetable:** The timetable is regularly reviewed. Extra library time outside of the usual class slot is able to be accommodated. Talk to Librarian about what you would like in your library time. The Librarian can share new books with your class, help with research, and help develop information skills.
- **Use of the Library at other times:** As the library is not staffed fulltime, class teachers are welcome to bring their students to work in the library at other times but this must be supervised. (Please check the timetable to ensure that the library is free.) No issues/returns when the librarian is not there. Please leave the library as you found it.
- **If you desperately need a book** when the Librarian is not there to check it out for you, please leave a note on the keyboard (Librarian's computer) with your name and the book's barcode number.
- **Returning books:** students and classes are encouraged to return books at the beginning of the session so that the books can be checked in before classes come in to the library. This gives the Librarian more time to spend with students.
- **Fundraising:** we are always looking for ways to increase our library budget and continue to update our collection - any ideas please contact the librarian.
- **Library Rules:** we try to keep these simple. Please help by including the Library on your tour around the school when on playground duty. The library is open each lunchtime.
- Our books are expensive, so we want everyone to enjoy them looking good.
- Our Library Rules that we expect all students to follow:
 - **Quiet voices**
 - **No food or drink or running inside**
 - **Respectful use of books and iPads**
 - **Shoes off**