

INFORMATION LEARNING CENTRE POLICY

RATIONALE:

The Information and Learning Centre (Library) provides resources and services to enable all students and staff to meet their information and independent reading requirement in a friendly attractive student centred environment. It will support the essential learning areas.

PURPOSE:

1. To foster the love of reading and literature.
2. To provide up to date information resources to support the learning and teaching of curriculum programmes, (reading programmes, research skills, gathering information).
3. To provide systems and resources to encourage students to become independent users of information.
4. Develop the ability and confidence to access and process information from a variety of media.
5. To encourage the use of students as Librarians and Information Technology experts. Effective training programmes will be provided for them.

GUIDELINES:

1. The Information Learning Centre will be used for resource based learning.
2. All classrooms visit the Information Learning Centre as appropriate and the Library is open during lunch break for independent use.
3. Procedures for the Information Learning Centre use will be adhered to by students and staff.
4. Students will be encouraged to use all the systems and resources in the Information Learning Centre.
5. The Information Learning Centre Manager will assist and support staff and students (as per job description) as required during class visits to the information centre.
6. Resources will be reviewed and replaced regularly in consultation with staff.
7. Resources purchased will meet the needs of the curriculum and will have a strong focus on student motivation and interest.
8. A long term buying plan will be developed and actioned alongside school requirements.
9. A yearly budget including purchases and maintenance materials will be developed taking the above into account.