

RESOURCE ROOM POLICY

PURPOSE:

1. To provide an easily accessed base for all teaching equipment issued on short or medium term loan to classes.
2. To provide a distribution point and storage for classroom consumable stocks.
3. To enable all classes to have a fair opportunity to use the school's supplies.
4. To provide a monitoring service to oversee condition of stocks:
 - demand and use rate: serviceability: fairness of distribution:
 - patterns emerging and future direction
5. To build a library of resources that enable all teachers to provide appropriate programmes based on identified need that enhance the learning of all students.
6. To provide a centre for duplicating and photocopying for classroom and general school needs.
7. To ensure that resource budgeted funds are used to maximum advantage.
8. Curriculum leaders and resource room personnel liaison re stocks and inventories is simplified.

OBJECTIVES:

1. Teachers should ensure that they are aware of the range of resources available.
2. System of reporting damage or malfunction of apparatus must be used.
3. At beginning of year an issue of consumable material plus sets of scissors, stapler, dispenser etc is made from the Resource Room to each classroom. Non consumable items are returned on request.
4. Routines for withdrawal of materials must be followed - date withdrawn, room and date returned written on cards. There are no 'short cuts'.
5. The transfer of stock from room to room rather than through Resource Room system is strongly discouraged.
6. Materials borrowed should be returned immediately after use.
7. The Resource Room Manager needs to be aware in advance of major exercises so that preparation can be made, eg Testing Programme, EOC, Science Fairs etc.
8. Team Leaders - Curriculum Leaders and those with cost centre responsibility should keep in close contact with Resource Room staff in respect of stocks - usage - routines - photocopying volume and content.
9. Departmental duplicating costs for budgeting and for controlling/tracking volume of copying are to be monitored with term totals made available.
10. Each teacher will be allocated a consumables budget annually for the purchase of class consumables. These may be purchased through the order book system or through the resource room manager.