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## **LIBRARY GUIDELINES**

The Red Hill School Library aims to support the learning and recreational reading needs of our school community. The library is staffed by a teacher, Hazel Naidoo, and library assistant, Kelly Nash (who works 9:30am-2:30pm Monday to Thursday).

### **Borrowing**

Students in preschool can borrow one book, kindergarten students can borrow two, and students in years one to six can borrow up to four books at any one time. The loan period for all students is two weeks, and **all students must bring and use a library bag to borrow**. Students in the junior school can borrow material during lessons in the library with the teacher librarian, while students in years four to six use the library under the supervision of their classroom teacher.

The library is open each morning from 8.50am until 9.05am for borrowing and at lunchtime from 1.30pm until 2.05pm for reading and borrowing in addition to scheduled lesson times. Electronic resources including eBooks and audiobooks are also available for loan through the library catalogue, Oliver, accessed online via the student digital backpack and home learning web page.

The Red Hill Library supports every child's right to read material that they enjoy and learn from, therefore there are no content or age restrictions on what students can borrow. The library has created a Senior Fiction section (suitable for primary age children), containing material such as 12+ books and books with frightening or 'mature' content. Teachers will supervise student borrowing to ensure books are a 'good fit', however parents are also encouraged to engage with their child's reading material to ensure they consider it appropriate for their child.

### **Overdue and lost books**

Overdue loan notices are distributed to students twice each term and are correct at the time of printing. Fines are not imposed for overdue books. However, if your child loses a book, families are asked where possible to replace the book 'like for like', pay the value of the book to the school office, or donate a high-quality book of similar value to the library. When replacing a lost book please attach the overdue notice to the new book or payment to assist with library administration.

If you feel an error has occurred with your child's loan, please contact library staff for assistance. Our priority is that every child develops a love of literature and always has access to reading materials.

### **The Red Hill Library Trust Fund**

Resourcing for the library is through the Red Hill Library Trust Fund. In recent years we have also used funds from the Library Trust Fund to buy "big ticket items" to improve the physical space and make the library more welcoming. These purchases have included new shelving for the non-fiction and picture books, a range of soft furnishings and iPads. The furniture has been positively received by students using our library space during lessons and lunch time.

The current resourcing focus in the library is to:

- purchase books in response to student interest, and manage collections so that popular materials are in good order and the latest versions are available
- purchase high quality picture books (“rich literature”) to support scaffolded literacy lessons
- fund our Story Box Library subscription
- build up our collection of age-appropriate books and resources to support:
  - classroom inquiries
  - the promotion of positive education, and
  - the inclusion of Aboriginal and Torres Strait islander perspectives, culture and history in our curriculum.

All contributions to the Library Trust Fund are tax deductible and can be made to the front office or through the online payment system.



### **Seeking volunteers for Book Club**

In the past we have run a Book Club and Book Fair. We are seeking volunteers to help us manage these. Please contact the front office [info@redhillps.act.edu.au](mailto:info@redhillps.act.edu.au) with subject 'Attention: Library' if you are willing to volunteer.

### **Volunteers for book covering**

Do you have a knack for covering books? Are you able to cover using contact without bubbles? Then the library needs you! Throughout the year we have new resources that need covering in either plastic or contact, ready to be added to the collection for use. This job can be completed at school or at home and training is provided. Please contact the front office [info@redhillps.act.edu.au](mailto:info@redhillps.act.edu.au) with subject 'Attention: Library' if you are willing to volunteer.

### **Call for Resources**

If you have any unwanted books, puzzles or board games lurking in cupboards that are in good condition, they would be appreciated for our library and alternative play programs.

Kind regards  
Hazel Naidoo and Kelly Nash.