



## **SCHOOL LIBRARY**

### **Rationale**

The Richards Library exists as the main resource centre of the St Hilda's Collegiate School, housing a collection which responds to the changing needs of students of all abilities, enhancing and broadening their interests, thus supporting the goal statements expressed in the school charter.

### **Purpose**

1. To provide a welcoming and stimulating environment that will foster reading and the acquisition of life-long learning skills to equip learners for the information society.
2. To provide pleasure and leisure reading and other materials in a balanced collection which changes to reflect the wider multicultural society and to meet the aspirations of its own community of users.

### **Guidelines**

1. On-going consultation with the community of users to ensure that the collection caters for all needs and interests.
2. Keeping the community of users informed by providing and displaying new and up-to-date material, relevant to the curriculum, interests and abilities of users and current affairs.
3. In accordance with the library collection policy, the collection will be maintained and consolidated within the time allocated and the finances available, and organised according to accepted library procedures for fiction and Non-fiction, the latter according to the Dewey Decimal Classification.
4. The development of research skills by students will be assisted by overseeing, formally and informally, individual and group instruction, to enable the community of users to retrieve information easily.
5. There are well-publicised rules for the use and operation of the library.
6. The development of unobtrusive security methods to minimise losses by regular maintenance of borrower records and the use of procedures which facilitate this.
7. The provision of a variety of resources which recognise Māori language, culture and values.
8. Ensuring the smooth day-to-day operation of the library by providing trained adult staff and on-going training for librarians at all levels.

9. Regular maintenance of detailed financial and other appropriate records to monitor the performance of the library and enable budgets to be formulated.

**Conclusion**

This policy should be read in conjunction with the school charter and the Policy statement on the Treaty of Waitangi.

Policy written ..... (Date)

Signed ..... (Principal)

Signed ..... (Librarian)