

Library Policy

(Ratified by School Council: October 2025)

PURPOSE:

The school's library is a highly valued resource which is maintained to support and develop teaching and learning at Glen Waverley Primary School.

GUIDELINES:

The library seeks to provide a range of texts and literature for use by students, staff, and parents. It is developed to facilitate student borrowing, to provide resources that can be borrowed and added temporarily to classroom libraries, and for teachers to access and borrow mentor texts.

Teachers will be able to visit the library with their classes, utilising its facilities to;

- Support classroom learning (particularly the Whole School Approach to Reading, Writing and Inquiry)
- Build student appreciation and growing enjoyment of literature and reading for both leisure and educational purposes.
- Scaffold skills so that students can independently locate a text and understand the way libraries are structured and organised.

IMPLEMENTATION:

Purchasing

The Library will be supported with an allocation of funds through the annual budget. This budget is to be monitored and purchasing co-ordinated by an allocated member of staff (usually the "Librarian") as outlined in the allocation of Roles and Responsibilities each year. The purchase of specific texts to support classroom programs and the Curriculum, can be negotiated between a member of staff and the Librarian.

Student Voice and Agency

The Library will provide ongoing opportunities for student voice and agency through the Library Captains. This will empower learners to have voice in the texts we order and make available to our community, cultural celebrations we display and how we connect our library resources with whole school approaches to learning.

Borrowing Guidelines

- Students will be able to borrow up to four books at a time for a period of up to 2 weeks. Borrowing privileges may be temporarily terminated if a book is not returned on time (overdue).
- If a book is not returned by a student, an account will be sent to their family for the cost of the book (or \$10.00, whichever is greater). This account must be paid in full for borrowing privileges to be re-instated.
- Members of staff will be able to borrow up to 100 books at a time, for a period of up to 13 weeks (one term).

Programs

Each class should be given the opportunity to visit the library (usually with their classroom teacher) once per week. The library will also be open during advertised times such as before school, lunchtime or after school.

Every year students at GWPS participate in the Children's Book Council of Australia (CBCA) and The Premier's Reading Challenge, which are all great incentives for students to read.

At GWPS library, we display texts and literature that are organised according to Events, Cultural celebrations, Public Holidays, Authors, and Themes, all of which are frequently changed.

A key feature of the library is that it features bilingual and multicultural texts that support students to build their understanding of the world around them and become global citizens.

Maintenance

Maintenance and development of the library as a resource will be on-going.

Stocktakes will be completed annually and comprehensive circulation records will be maintained.

Parent volunteers in the library are welcome.

There will be up to four Year Six Library Captains appointed each year.

RELATED LEGISLATION:

Nil

RELATED POLICIES:

Curriculum Policy

English Policy

Working with Children Policy (WWCC)

Multimedia Resources Policy

Student Leadership Policy

POLICY EVALUATION:

Evaluation will be conducted by the Education Committee every two years

DUE DATE FOR REVIEW:

Due for review in October 2027