

# Evanston Gardens Primary School

## Library Resource Centre Borrowing Policy and Procedure

### Principle

The Evanston Gardens Primary School staff and governing council support students reading a variety of texts for enjoyment and to develop their literacy skills. We acknowledge that reading has positive benefits including improving literacy skills, background knowledge, and vocabulary. Sharing books supports students to expand their world view, imagine possibilities and engage in creative exploration.

Evanston Gardens Primary School supports and implements evidence-based reading instruction, including the use of decodable readers. Where students are not yet able to decode a text independently, adults are encouraged to read to and share books with students wherever possible.

In providing a school library and resource centre, we aim to deliver an equitable and inclusive service that reflects the interests and diversity of our community.

### Library Borrowing

All classes will have a scheduled time to visit the school library to borrow at least once per week. Students will be directed to select texts that they can read independently, which may consist of decodable or levelled readers, based on the student's assessment data, and one or more 'free choice' books from either the fiction or non-fiction collection, which they may read independently or with adult support. They will be guided to select texts suited to their current reading ability and interests.

### Borrowing Limit Guide

Each year level is set a borrowing limit guide based on their age.

At a minimum, students will borrow 3 books for reading at their level, and 1 free choice 'interest' book from any collection.

From time to time, variation to the above borrowing limit guide may be required due to individual student circumstances and needs. The class teacher, librarian and a member of leadership will consult as required.

### Special Collections

Some items within the resource centre collection may be designated as special interest and limited to certain student cohorts, for example, 'senior student' only fiction, which may contain themes more appropriate for upper primary students.

### Library Bags

Students are asked to bring a library bag, such as a canvas tote bag, folder, or a plastic or paper shopping bag. Library bags are strongly encouraged, however a student will not be refused borrowing if they do not have one. The school will provide a library bag to reception students each year. These are available for optional purchase at a low cost for other year levels, or if lost or damaged.

## **Stocktake**

Library borrowing will not be available in the last few weeks of each school year, to enable stocktake and returns reminder notices to be set.

## **Overdue Books**

If a child has overdue books or invoiced books that have not been sighted for 4 weeks or longer, they will be permitted to borrow, however the items must remain in the classroom and may not be taken home until the books are found or a donation made to the library replacement fund.

## **Lost or Damaged Books**

All students and families are strongly encouraged to care for school resources and books. Staff will explicitly teach strategies for caring for resources including:

- storing books in a specified safe place at home and in the classroom
- avoiding water, food and drinks while reading books
- supervising young children including siblings while looking at books
- transporting books using a library bag wherever possible

From time to time, students may misplace library books. We understand that unintentional loss or damage may occur.

Students will be encouraged to look for lost books in the home, classroom and to check the library shelves. Students are reminded to return all books via the circulation desk (not directly to shelves) to avoid circulation catalogue errors.

If library materials are lost or damaged beyond repair, families will be asked to make a monetary donation to the library fund. Families have the option to either

- replace the item like for like (eg. purchase and provide the same title in the same or similar format)  
OR
- make a donation to the library fund for replacement of lost and damaged materials.

Please speak to a member of the leadership team or if there are extenuating circumstances.

## **Special Clubs and Activities**

The resource centre space is promoted as a quiet activity area for students during break times.

## **Questions, Support and Feedback**

The initial contact person for questions about library borrowing is the class teacher. For enquiries or suggestions about the resource collection, please speak to library staff or a member of leadership.

To discuss making a donation to the library fund to replace lost or damaged books, please speak to the finance officer.

For enquiries, feedback or discussion relating to this policy and procedure, please contact a member of the EGPS leadership team.