



St Mary's School

To do ordinary things extraordinarily well

Library Procedures

St Mary's School has a well-resourced library. All students are encouraged to regularly borrow books from the Library. Pre-primary to Year Six will have a borrowing time of at least 20 minutes each week. Teachers are to be proactive in Library sessions, by assisting students with their selection of books, ensuring that correct borrowing procedures are followed and ensuring that students are aware of the expectations in the Library.

Library Bags:

- Students must use a school library bag or plastic Slimpick wallet at all times. (Plastic bags and bags with large openings that cannot be secured are not suitable.) *Students may borrow a School Library Bag from the stand for a week if they have forgotten their own.*
- If students are borrowing out of their assigned Library time, they are still required to have their book/s in their library bag.

Library Open Times:

- Tuesday 12:50pm – 1:15pm
- Students are able to come to the Library on a Tuesday at lunchtime for games, craft, to read a book or to exchange their books.

Borrowing Format:

- There is clear signage in the Library to show students which books are recommended for their age group. *Students are encouraged to complete the five-finger test before borrowing, to help them choose a suitable book.*
- Borrowing guidelines are clearly displayed in the Library.
- Students may borrow books for two (2) weeks before they must be returned or reborrowed. *Books are on loan for two weeks. After this, they will become overdue. If the books have not been returned to Library after a month, an automatic email will be sent to parents.*
- Students scan their name, barcode of the book/s and must check the screen for their name and title of the book/s.

- If students are borrowing outside of their normal borrowing time, they need to be able to borrow independently. ie being able to turn the computer on, logging onto the computer, etc

Returning Format:

- When returning books, if a book is damaged please leave it on the bench at the Librarian's desk. If the book is irreparable an account will be issued to the parents covering the cost of the book. (*An irreparable book may be wet, torn beyond repair, etc*)
- Students need to check the screen to confirm the correct book has been returned.
- Students then place returns on the trolleys in their designated location.
 - Top section of wire trolley for ALL non-fiction books
 - Bottom section of wire trolley for Junior Fiction Books. They have a green spine label sticker
 - Lexile books to be returned to one side of the return trolley with Graphic Novels, Junior Fiction on the other side and general returns underneath.

New Books:

- New books are displayed on the white stand and teachers are asked to share these with the students. Students are encouraged to borrow these books.