



# Using the School Library



The schools library houses a collection of resources, which support the delivery of classroom programs. The library teacher aide provides support to all library users.

## **Visiting the library**

Students may visit the library before and after school and at selected lunchtimes. They may return and borrow books, read, play quiet games, or use the computers to search for information. Library staff are available to assist students.

Each class visits the library each week for lessons on how to use the library and the resources and to borrow resources. Students may also come to the library during the day to work (in small groups) on projects.

## **Borrowing**

Prep / Year 1: Students may borrow one (1) book for a period of two weeks

Years 2-6: Students may borrow two (2) books for a period of two weeks.

## **Lost and damaged resources**

If students lose or damage books or other resources they must tell the teacher aide in the library. A “fine” system applies. However, students will be offered an opportunity to perform community service (in the library) to “work off” the fine. If students do not complete their community service, parents will be asked to pay for the replacement of the resource.

## **Library bags**

All students are to use a library bag to protect the books they borrow. A drawstring bag about 40cm by 39cm would be suitable, so would an old pillowcase.

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## Permission form for student borrowing

I understand the school library policy on Using the School Library and agree to allow my child/children to borrow books from the library.

Name(s) of children and year level: eg. Jane Smith Year 3

Name: \_\_\_\_\_ Year \_\_\_\_\_

Name: \_\_\_\_\_ Year \_\_\_\_\_

Name: \_\_\_\_\_ Year \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_

Date: \_\_\_\_\_