

St Anthony's Library Policy

Rationale

The Library Resource Centre is a key educational facility providing resources in an environment, which stimulates and encourages the spiritual, cultural, academic and recreational potential of students.

The library is essential in assisting students to acquire and use information effectively, confidently, and independently.

Reading for pleasure or information is a means of adding to our store of experiences, expanding our intellects, stretching our imaginations, developing our creative side and assisting in our communication skills. The enjoyment of literature is an important step towards promoting both our recreational and educational pursuits.

The Teacher-Librarian will participate in the planning and teaching of research and information skills, encouraging effective use of resources by both students and teachers and in promoting both reading and literature.

The Teacher-Librarian also participates in and coordinates the selection of resources and is responsible for all processing procedures and day-to-day routines in the library.

Organisation

The following is a summary of broad library resources:

- ❖ The library contains items catalogued as:
 - ❖ Fiction
 - ❖ Non-Fiction
 - ❖ Audio Visual
 - ❖ References
- ❖ It is a computerised centre using a Athena Library Management System. In addition there are computers with CD Rom capability.
- ❖ The library uses 'SCIS Recon' (School Catalogue Information Service) to catalogue resources.
- ❖ The library employs two staff members; a teacher-librarian for .8 FTE (Full Time Employment) and a Library Assistant for 14 hours per week.
- ❖ All classes are allocated one lesson period, conducted by the teacher-librarian, Recreational opening times are before and after school and lunch periods.
- ❖ Students are encouraged to borrow resources relevant to their needs. Guidance is given with selection where necessary.