

INFORMATION RESOURCE CENTRE POLICY

PURPOSE:

The purpose, of Baden Powell College Information Resource Centres (IRC) is to provide quality resources and service, which will support and enrich the curriculum needs of the whole college.

GENERAL AIMS:

- To provide an information resource centre that will be integral to the learning process for the whole community.
- To be a fundamental component of the college's curriculum.
- To provide an efficient system of storing and retrieving information and resources.
- To organise and provide resources that will assist in the teaching of Curriculum for the whole college.
- To facilitate the development of abilities for accessing information and lifelong learning skills.
- To develop in children an interest in literacy, encouraging positive lifelong reading habits.
- To have teachers, students and the community effectively access and utilise the IRC'S (Information Communication Technology) resources and technology.
- To develop a practical, attractive and interesting area, in which materials may be stored, retrieved and utilised to their optimum.

GUIDELINES:

- The purchasing of resources will be done in a way that will continue to meet the current and anticipated needs of the college's size and its curriculum, as well as build upon and complement the existing collection.
- Staff and students will be provided with the necessary knowledge and skills for accessing information and resources available to them via the College's Information Resource Centre.
- The library program will foster and develop an awareness of the need and purpose for literacy and lifelong learning.
- The library program will support units of work wherever possible. Through creative activities, use of various technologies and discussions, the program will develop research and information skills as well as promote reading for both purpose and recreation.
- Children will be instructed in, the process of information retrieval and extraction, they will be encouraged to question, research and evaluate

their process of obtaining knowledge.

- Children will be exposed to a wide variety of texts, emphasis being placed on Enjoyment and Enrichment.
- "Open Access" for Independent Borrowers will be provided during formal class hours. The library will also be open at various times outside of formal teaching hours, providing informal activities and supervision, supporting the various needs of students.
- Throughout the year adequate time will be allocated for Administration.
- The processing of new material and the maintenance of existing stock will be ongoing.
- Library staff will be informed of new resources, and the potential for their use within the Library Program.
- All classroom/curriculum materials will be centrally processed then located where their use will be optimised.
- Issues of equal opportunity and gender bias in children's literature will be considered when purchasing new materials.
- Voluntary assistance will be encouraged and utilised in the areas of processing, shelving, displays, book club and book fairs.
- Book Club, Book Fairs, Book Week, visiting authors and illustrators and any other activities generated from the library will be promoted within the college community.
- Bookings for learning and teaching within the IRC (Information Communication Technology) will need to be made with the IRC (Information Communication Technology) personnel to ensure the most efficient use of the facilities

IMPLEMENTATION

- The monitoring of student progress will be ongoing.
- The Library Program will be integrated where possible.
- Programs in both Information Literacy and Literature will be provided
- Library Staff will be encouraged to undertake Professional Development in the areas of Library Science, Information Literacy and Literature
- ICT (Information Communication Technology) and Audio Visual Resources will be utilised as a teaching and learning tool where ever possible

EVALUATION:

- Anecdotal records and informal assessment of children's behaviour and attitudes within the library.
- Checklists focussing on the Library Program.
- Activities allowing for self-assessment and reflection.
- This Information Resource Policy will be reviewed in 2016.