




## LIBRARY COLLECTION MANAGEMENT POLICY

<b>Purpose:</b>	The purpose of this Policy is to set out the principles which guide the development of a quality Library collection that meets the information needs of the Ormiston College community.		
<b>Scope:</b>	This Policy is to be adhered to by all stakeholders which include the Governing Body, all Officers, all Workers and Other Persons at the College, including students and parents.  This Policy also applies to all activities both on and off school property, including school camps, excursions, and any other programmed activity outside the school grounds.		
<b>References and Legislation:</b>	<ul style="list-style-type: none"><li>• <i>Learning for the Future Report 2001</i></li><li>• <i>ASLA 2004</i></li><li>• <i>School Library Bill of Rights 2018</i></li><li>• <i>School Library Resource Provision 2016</i></li></ul>		
<b>Ormiston College Related Documents:</b>	<ul style="list-style-type: none"><li>• Challenged Resource Form</li></ul>		
<b>Policy Owner:</b>	College Governing Body	<b>Version:</b>	V240925
<b>Status:</b>	Approved	<b>Supersedes:</b>	New
<b>Authorised by:</b>	MICHAEL HORNBY	<b>To be reviewed:</b>	Every 5 years
<b>Date of Authorisation:</b>	11/12/2025	<b>Next Review Date:</b>	September 2030
<b>Signature:</b>			

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## **POLICY STATEMENT**

Ormiston College is committed to ensuring the provision of quality information resources and services to support students to achieve optimum learning outcomes.

Ormiston College follows the ethos set out in the Learning for the Future Report 2001 that states that the “achievement of many of the common and agreed goals of schooling is dependent on the school’s ability to deliver curriculum supported by a relevant, dynamic and responsive collection of information resources”.

According to the report, effective resourcing ensures:

- Equitable access to a “variety of quality, relevant, accurate and current information resources”.
- Developmental needs of students are met.
- Personal growth of students is supported.
- Teachers’ “effectiveness is enhanced by access to recent curriculum and professional development materials”.

The College’s Library programs and services are “integral to the goals of the school and the aims of the school curriculum” (ASLA 2004). The College’s Library collection development and management practices are also guided by the School Library Bill of Rights 2018 and the Statement of School Library Resource Provision 2016.

## **CONDITIONS**

### **Functions and Goals of the Collection**

- Supporting the teaching and learning needs within the College, in line with National and State Curriculum requirements.
- Curating and managing a variety of information sources to assist students in developing independent inquiry skills and other 21st century skills.
- Teaching students how to find, organise and critically evaluate information from a range of sources.
- Meeting the professional needs of College Staff.
- Promoting literacy reading for pleasure.
- Providing a safe and engaging environment for learning, collaboration, creation and recreation.

## **RESOURCES IN COLLECTION**

The Collection contains the following:

### **Categories of Resources**

- Fiction (5 levels):
  - Early Childhood (suitable for ELC – Year 2)
  - Junior Fiction (suitable for Year 2 – Year 6)
  - General Fiction (suitable for Year 6 – 12)
  - Young Adult Fiction (suitable for ages 14+)
  - Staff (suitable for staff only)

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- Non-Fiction
- Graphic Novels and Manga
- Picture Book
- Biography
- e-Book
- Audiobook
- Bookhire (Textbook Hire Scheme)

### **Resource Formats**

- Print
- Audio-visual
- Digital

The Collection is centrally maintained in a systematic way by the Library Staff, in accordance with collection goals, established standards and library management principles, in order to ensure equitable access to resources by our patrons.

The Collection is funded by the College to ensure it is a collection that meets the needs of the College population and the collection goals set out in this Policy.

### **Resource Selection Tools**

Library staff employ a number of relevant selection tools when deciding to add a resource to the Collection, including:

- Recommendation from industry specialists, including, for example: the Children’s Literature expert at Riverbend Books.
- Recommended reading lists from relevant organisations and competitions, including:
  - Children’s Book Council of Australia
  - Premier’s Reading Challenge
  - Reader’s Cup
  - LoveOZYA
- Relevant book industry awards, including, for example: CBCA, Stella, WAYRBA, YABBA
- Reputable sources of reviews, for example: Goodreads, Readings and Inside of a Dog
- The Schools Catalogue Information Service (SCIS)
- Teacher-Librarian networks
- Requests by staff members, students and the wider Ormiston College community.

### **Selection Criteria**

Materials will be included in the Collection on the basis of the following criteria:

- Relevance
  - to current National and State curriculum
  - to the recreational needs of the users
  - to Ormiston College’s specific context.

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- Accuracy and Currency
  - Accurate in the presentation of information
  - Accurate in presentation of Aboriginal and Torres Strait Islander peoples
  - Respectful of all peoples
  - Authors, publishers or producers have authority and relevant qualifications in their subject area
  - Information is current and not superseded.
- Accessibility
  - Resources are well presented
  - User-friendly formats
  - Appropriate to age levels of users.

### **Maintenance and Preservation of the Collection**

Decisions are made about whether to mend or discard worn physical items, with the following factors being considered:

- Physical condition of the resource, including any damage to the paper, margins, illustrations or text.
- Cost-effectiveness of repair versus replacement of the resource.
- Number of copies already in the collection.
- Availability and cost for the title to be re-ordered.
- Value of the item as an archival resource.

In some situations, an irreplaceable title must be retained, regardless of its condition, simply because it is an important resource. In these cases, the resource will remain in the Collection, and the resource will be subject to special handling requirements.

### **Donations**

Donations of resources are accepted for the Collection, on the understanding that items donated become the property of Ormiston College's Library, and provided that they meet the criteria set out in Selection Criteria and Maintenance and Preservation of the Collection.

### **Principles of Deselection**

Resources will be deselected and written off if one or more of the following applies:

- Resource is in poor physical condition e.g. mildewed, stained, yellowing, tatty, dirty, damaged, torn, worn out or otherwise irreparably damaged.
- Resource is out of date e.g. resource is incorrect due to social or geo-political changes or scientific advances.
- Resource is inaccurate or distorted in its presentation of information.
- Resource is offensive e.g. resource is sexist, racist, ageist, homophobic or offensive to social or ethnic groups, or presents stereotypical images or characterisations.
- Resource is obsolete e.g. there is a more current edition or format available, or the resource is not being sufficiently used to justify keeping it.
- Resource does not meet any of the selection criteria.

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## **Replacement and Renewal of Resources**

The following factors are considered when making a decision to replace a resource or renew a subscription:

- Number of duplicate copies available in the Collection.
- Current demand for a specific title, subject area or genre.
- Extent or present Library Collection on the subject.
- Historical value of the resource.
- Availability of a newer or better alternative resource.
- Availability of the resource in a different and more appropriate format (e.g. a more cost-effective or functional format).

## **Challenged Resources**

A person has standing to challenge a resource if they are:

- a student or staff member of the College
- a parent or guardian of a student of the College
- a member of the community who is directly connected to the College.

The following procedure has been designed to enable challenges about resources in the Collection to be heard fairly through the following process:

### **Challenged Material Process**

**Step One:** The person challenging the resource should discuss their concerns with the Ormiston College Teacher Librarian in the first instance.

**Step Two:** The complainant should complete and submit a Challenged Resource Form to the Teacher Librarian via either email or to Library Reception.

**Step Three:** The Teacher Librarian will convene the Complaints Committee and inform the Committee of the nature of the challenge/query. The Committee will examine the resource in question and evaluate the resource.

**Step Four:** The Complaints Committee will make a decision regarding the future of the resource in question.

**Step Five:** The Headmaster will inform the complainant, in writing, of the Committee's decision.

**NB:** the Complaints Committee will be comprised of the Teacher Librarian, a member of the Executive Team, a member of the Academic Staff and a member of the Pastoral Staff.