



Topic:	McAuley Library
Policy No:	C-27
Policy Area:	Stewardship
Date For Review:	2022

Mission

Empowering students to become information literate, independent learners who have a passion for reading.

Resources and Procedures

Opening hours

Monday - Thursday 8.00am to 5.00pm

Friday 8.00am to 3.30pm

Open Recess Monday and Wednesday – Years 4, 5 & 6; Friday – Secondary students

Open Lunch Monday to Thursday - Secondary students; Friday – Years 4, 5, 6, 10, 11 & 12

Resources for teachers

- Staff may borrow as many resources as needed. Reminder notices are sent out each term, of resources on loan. Please return resources promptly when no longer required, to the returns slot on the Circulation Desk.
- DVDs – weekly loan
- Electronic equipment (digital projectors, digital cameras and iPads) – for the period loan only, or by negotiation.
- Teacher References are shelved on the left side of the library at the start of the book collection and may be searched via the library catalogue. Kits and posters are stored in the back workroom.
- Any subject areas of the library collection that you feel require additional resources, please bring to our attention.
- Student-teachers on practicum may be issued with resources once they have given their details to the library and been created as temporary patrons.
- If you are returning bulk loans, please let library staff know where you have placed them on the counter, and do not place them in a trolley as they will be re-shelved without being returned.
- Please do not borrow resources for other staff or students, or return resources for them; library patrons need to be responsible for their own borrowing.
- We will give equipment/resources that you require to students on your behalf, if they have a signed note from you.

Library Bookings

- Library bookings may be booked or cancelled using the online booking system, *Bookit*, available on Seqta.
- When making a booking please include your name, year level, subject and the reason e.g. name of the assignment the students will be working on.
- Please only book one area for your class.
- If you no longer require a booking, please cancel it to enable others to make a booking.
- Given the many interruptions that happen during term time, it is not possible to book classes more than 3 weeks ahead of time.
- Provided there is adequate room, the library can accommodate small groups of students (up to 4) from the classroom. Students must have their *Student Organiser* signed to come to the library.
- Classes wait for their teachers outside the library.

- There is an iPad trolley with 32 iPads available for student use in the library. Please alert library staff ahead of time if you require them for a lesson so we can ensure they are booked for you.
- PLEASE NOTE: The periods on Bookit are according to the secondary timetable. If you are booking a Primary class you may have to book two periods to cover the time you need.
- There are several library spaces available for smaller groups – no bookings required.

Information specific to Secondary Students

- A description of McAuley Library and the services available to students in Years 7-12, may be found on Seqta.
- Please refer students to the McAuley Library pages on Seqta for the correct referencing format for assignment work at Mercy College.
- Most resources have a loan period of two weeks. Students *must* present their Smart Card or the library barcode on their *Student Organiser* to borrow; up to a maximum of six items. Music students may borrow up to eight items. If a student has overdue resources they may not borrow resources, until overdue items are returned.

Information specific to Primary students

- Primary classes have a permanent weekly session in the Library for book exchange. This time is booked on the online booking system, *Bookit*.
Borrowing for the Primary classes is as follows:

Years	Number of resources	Other notes	Library Section
PP & 1	One book	no borrowing during term breaks	<ul style="list-style-type: none"> • Lower Junior Fiction • LJ Non-Fiction
2	Two books	no borrowing during term breaks	<ul style="list-style-type: none"> • Lower Junior Fiction • LJ Non-Fiction
3	Two books	no borrowing during term breaks	<ul style="list-style-type: none"> • Lower Junior Fiction • LJ Non-Fiction • Junior Fiction (Term 3 & 4)
4 & 5	Three books	borrowing during term breaks, except the Christmas break. Limits: One graphic novel/puzzle book No magazines (except Total Girl & Wacky but True)	<ul style="list-style-type: none"> • Lower Junior Fiction • LJ Non-Fiction • Junior Fiction • Non-Fiction (Some restrictions eg selected art & war books)
6	Four books	borrowing during term breaks, except the Christmas break. Limits: One graphic novel/puzzle book No magazines (except Total Girl & Wacky but True)	<ul style="list-style-type: none"> • Lower Junior Fiction • LJ Non-Fiction • Junior Fiction • Non-Fiction (Some restrictions eg selected art & war books)

- Students in Years Pre-primary – Year Three use a waterproof library bag to protect the resource they have selected. These may be purchased from the College uniform shop.
- Please return resources by 9.00am on the day your class is scheduled in the library, so library staff may process these resources. (Or the day before if you have a library lesson in Period 1).
- Students in Years 3, 4 & 5 need to use the ruler system when deciding on which resource to choose. This helps keep the library shelving in order.

- Desktop computers in the library are not for Primary students to use as there is an issue with the security of logins and responsible usage.

To all classes using the McAuley Library, from K-12, welcome! A reminder that the library is a shared space and as such would you please be mindful of others by keeping your class on task and working quietly.

Staff are very welcome to come across to the library for a library orientation at any time.

McAuley Library Online

McAuley Library Online can be accessed on any computer in the school or home via Seqta or at <http://www.accessitsoftware.com.au/MRC03>; with links to the following:

- The Library Catalogue and information about the Library
- Online Reference Resources. Please note: the databases require usernames and passwords –
- **EBSCO online journal articles:** includes articles from Australasian and international magazines, newspapers and reference books. Username: mercyc Password: library
- **World Book Web:** an online version of World Book Encyclopedia which includes three packages – Primary, Secondary and English as a second language. Username: mercy1 Password: worldbooks
- **Wheeler ebooks:** A selection of fiction and non-fiction titles
Username: your CEWA email address Password: library1
- **ClickView:** A vast collection of videos available through the ClickView link on Seqta. Username: CEWA email address Password: as set by you

Computer Access

The Mercy College *ICT Acceptable Use Policy* sets out the conditions for responsible use of the school's computers. Students using library computers in class time *must* be supervised by their teacher. This includes when a teacher has a relief class. (The Library also supports the school's policy of not allowing phones or music devices – such as ipods – during class time.)

Please reinforce the library's position on the Internet to students, that is, it is only one tool for research. We suggest to students that if they have searched for ten minutes unsuccessfully, it is time to find another resource, or ask for assistance. On this note, please do not book the library anticipating to use the Internet only.

Collaborative Teaching

Teacher Librarians work collaboratively with teachers to create a learning environment that caters for the differences in needs and learning styles of students. We work collaboratively with teachers to develop information literacy in students. Please allow the Teacher Librarian to be part of your team by seeking assistance in the planning of research assignments to ensure that adequate resources and appropriate support are available. One example of this, is the writing of LibGuides by library staff to support research tasks.

Other Services Available

- Contact the library to arrange closed reserves on research topics required for lessons. Materials can be removed from the shelves for your exclusive use until the assessment has been completed.
- There is a large collection of non-fiction and fiction DVDs to complement many curriculum areas as well as resources online via ClickView. Contact Griselda Sorrenti if you require any programs recorded or downloaded from the server. (The library catalogue identifies ClickView resources as ClickView videos.)

- Magazine circulation for staff – contact Orysia Ford to obtain a magazine list and to be added to the circulation group.
- Databases – if you would like a demonstration of how to access and use the databases the library subscribes to, please ask Susan O'Mara or Mairi Deeny.
- If you are unfamiliar with BookIt, please ask a library staff member to demonstrate it. Bookings can also be made over the phone by speaking with a library staff member.
- Scholastic Book Club is available from the library twice per term in Terms 1, 2 and 3 and Book Fair is held in Term 4. Extra copies of the catalogue are always available in the library as well as the current edition of School Essentials. Contact Deni Sallie for further information.
- Early Bird Reading – runs every Wednesday in Area 4 of the library from 8:00-8:30am. Open to all primary students. Younger students read with/to a Year 5 or 6 student to help build literacy and develop a lifelong love of reading. Contact Deni Sallie or Mairi Deeny for further information.
- Another literacy initiative, is the Stay and Read programme available to parents with Kindy or younger aged children who would like to read a library book to their child once they have dropped older children to school. Available any morning through to 8:40am.

After School Library Usage Policy

The McAuley Library is open till 5.00pm Monday-Thursday, and till 3.30pm Friday.

- Students in Kindergarten to Year 3 may use the library if accompanied by a parent or guardian.
- Students in Years 4 to 6 may use the library if accompanied by a parent or older sibling who attends Mercy College and providing they are working on homework or leisure reading. The intention here is not for regular after school attendance. If that is the need, the YMCA After-School Care Centre would be more appropriate.
- Students from K-6 do not have use of the computers, regardless if they are accompanied by a parent.
- Students in the Secondary have access to the library during this time for book exchange, study, research or leisure reading purposes. (However, if a student's behaviour is inappropriate and disturbs others working in the library, they will be asked to stop the concerning behaviour. If the behaviour continues, they will be asked to leave the library. [If the student has a pattern of disruptive behaviour, they will be asked to leave in the first instance of misbehaviour, and other consequences may result.]

Other policy documents relevant to the McAuley Library, which may be found in the Staff Handbook

B-1 Selection and Use of Texts

B-3A Information and Communication Technology (ICT) – Student Use

B-3B Social Media – Student Use

B-3C Mobile Phone Policy