POLICY FOR ST AUGUSTINE'S PARISH SCHOOL LIBRARY RESOURCE CENTRE, CURRUMBIN WATERS

RATIONALE

We are living in an information age. A primary objective of education is to learn how to identify, locate, organize, and present needed information in a clear, concise, and persuasive manner. As technologies change, students need to develop skills to manage complex information formats. St Augustine's Resource Centre program, as an integral part of the total curriculum, is the vehicle that provides opportunities for students to achieve these skills and to foster a lifelong interest in both reading and knowledge. Each student, therefore, should have access to an effective, integrated school library program that reflects the curriculum and the needs of the school community and the world in general.

PRINCIPLES

St Augustine's Library Resource Centre

1. Supports and enhances educational goals as outlined in the school's mission statement and curriculum;
2. Develops and sustains in children the habit and enjoyment of reading and learning, and the use of libraries throughout their lives;
3. Offers opportunities for experiences in creating and using information for knowledge, understanding, imagination and enjoyment;
4. Supports all students in learning and practising skills for evaluating and using information, regardless of form, format or medium, including sensitivity to the modes of communication within the community;
5. Provides access to local, regional, national and global resources and opportunities that expose learners to diverse ideas, experiences and opinions;
6. Organises activities that encourage cultural and social awareness and sensitivity;
7. Works with students, teachers, administrators and parents to achieve the mission of the school;
8. Proclaims the concept that intellectual freedom and access to information are essential to effective and responsible citizenship and participation in a democracy;
9. Promotes reading and the resources and services of the school library to the whole school community and beyond.

POLICY FOR SELECTION OF APPROPRIATE LIBRARY MATERIALS

RATIONALE

St Augustine's, as a Catholic school, aims to help students to integrate culture, faith and life. Culture is valued and St Augustine's promotes discussion and critical thought. The values and attitudes at St Augustine's are founded upon the teaching of Jesus Christ. Therefore, the selection of library materials is a rigorous and careful process.

PRINCIPLES

1. Library materials will:
   1. support and be consistent with the general educational goals of the school and Brisbane Catholic Education Office and the aims and objectives of the specific courses
   2. support and develop the desired outcomes of schooling
   3. meet high standards of quality in factual content, artistic and literary value, and

presentation.

4. provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.
5. meet the individual needs, abilities and learning styles and interests of students and staff.
6. have a high degree of potential user appeal.
7. address student diversities in culture, gender, levels of maturity, special learning needs and socio-economic background.
8. be representative of the many ethnic and cultural groups and their contribution to our Australian heritage
9. be selected to help students gain an awareness of our diverse society so there should be materials representative of the many ethnic and cultural groups and their contribution to our Australian heritage
10. be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of students for whom materials are selected. e.g.
    1. Sciences: accuracy (e.g., the latest scientific knowledge),
    2. History: balance in the presentation of conflicting points of view.
11. be in a physical format and appearance which is suitable for their intended use.
12. value the reputation and significance of the author, producer and publisher.
13. be chosen with regard to the validity, currency and appropriateness of material
14. be selected for their strengths rather than rejected for their weaknesses.
15. be compliant as much as possible with the **Aboriginal And Torres Strait Islander Protocols For Libraries, Archives And Information Services**

2. Library materials enable students to:
    1. develop their unique potential - physical, emotional, creative, aesthetic, spiritual, intellectual, moral and social
    2. stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
    3. develop a critical understanding of the diversity of beliefs and values found in society and in human experiences
    4. deepen their understanding of the values of Christ including absolute values such as the sacredness of human life and the dignity of the human person.
    5. make intelligent judgments in their daily life.
    6. come into contact with learning experiences which access a wide, range of knowledge, understandings and skills.
3. Requests, suggestions, and reactions for the purchase shall be gathered from staff and students. These suggestions will be given the highest priority.
4. In selecting learning resources
    1. professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources. The actual resource will be examined whenever possible.
    2. Reviews of proposed acquisitions will be sought in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and wide experience
5. Some library materials enable students, with assistance, to challenge dominant societal ideas, particularly stereotypes and undesirable models of human behaviour.
6. Library materials dealing with controversial topics or challenging situations
    1. need to be selected with sensitivity to community expectations.
    2. will be directed towards maintaining a diverse collection representing various views and to help students develop critical analytical skills.
    3. Library materials containing gratuitous or extreme violence, or pornographic material, have no place in a Catholic school.
7. Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
8. Library staff will place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library resource centre.
9. Selection is an ongoing process that should include how to remove materials no longer appropriate and how to replace lost and worn materials still of educational value.

PROCEDURES

1. Library materials which are made available to students at St Augustine's are all previewed and evaluated prior to their selection and use. In particular, recommended curriculum materials or syllabus library materials still need to be extensively reviewed before inclusion in the library or used in classes.
2. The Principal and/or Teacher Librarian are the first persons to consult for advice on the selection of print library materials and the Office of Film and Literature Classification Guidelines for non-print library materials. It should be noted, however, that these guidelines must work within the framework of this document, which forms part of the ethos of a Catholic school.
    1. G GENERAL - Suitable for all ages. Suitable for Years K-12
    2. PG PARENTAL GUIDANCE - Parental guidance recommended for persons under 15 years. Suitable for Years 8-12.
    3. E EDUCATIONAL – Exempt from rating.
3. This set of guidelines is to be used for any incursions or excursions involving non-print texts.
4. Where the class teacher and a member of the Leadership Team consider the text suitable, but its rating is above the recommended age group, then permission must be sought from the parent or guardian by letter and reply slip. If a parent or guardian declines consent, then where possible the student will be provided with an alternative text covering the same concepts.

POLICY FOR WEEDING OR WITHDRAWAL OF LIBRARY MATERIALS

RATIONALE

Every title requires individual judgement. Each book is considered from the standpoint of its value to the community as well as in relation to other books on the shelf. All areas of the library resource centre collection should be subject to frequent review and assessment. Each title needs to be considered individually and consideration should be given to the teaching and learning programs operating in the school before removing resources.

PRINCIPLES

1. Materials are candidates for weeding if they are:
    1. factually inaccurate,
    2. worn or damaged and beyond mending or rebinding,
    3. superseded by a truly new edition or a much better book on the subject,
    4. of no discernible literary or scientific merit,
    5. unused,
    6. irrelevant to the needs or interests of the St Augustine's community.
2. Duplicate titles no longer in demand should be withdrawn.
3. The POLICY FOR SELECTION OF APPROPRIATE LIBRARY MATERIALS will be consulted prior to withdrawal.
4. Weeding is
    1. an ongoing process
    2. the responsibility of the teacher librarian or resource teacher after discussion with the principal and other teachers.

CRITERIA

1. **PHYSICAL CONDITION**
   Discard items which:
    1. are soiled or badly worn, particularly those with missing pages,
    2. brittle or dirty paper, e.g. hardbacks, study print, posters;
    3. have a short life and have become worn and tatty, e.g. paperbacks, and
    4. are non-print and damaged to the point of not being usable, e.g. scratched films, kits with missing parts.
    5. Popular books may be considered for repair. It is often advisable to buy a second copy.

2. **CONTENT AND FORM**
   This is usually more difficult to evaluate.
   Consideration for removal should be given to resources which:
   1. are more than 10 years old
   2. are out of date either in their information or their pictorial format;
   3. present theories or concepts which have been disproved or altered significantly;
   4. present stereotypes of race, culture or sex role, or
   5. no longer meet curriculum needs and teaching methods.
3. **AREAS OF SPECIAL CONSIDERATION FOR WEEDING**
   1. **Non-Fiction**
      The following guidelines may be helpful when weeding specific areas of the collection.
      1. 000 Resources in the computing area will date quickly. Examine closely anything over five years old.
      2. 100 Consider weeding outdated descriptions of psychological problems.
      3. 200 Remove old information about sects and religions.
      4. 300 Discard outdated law and government resources. Discard information on outdated social issues. Be especially careful to remove outdated and inappropriate Aboriginal resources. Consult the Aboriginal Education Worker for advice. Be compliant, as much as possible, with **Aboriginal And Torres Strait Islander Protocols For Libraries, Archives And Information Services**
      5. 400 Consider the removal of old dictionaries and language texts with old-fashioned methodology .
      6. 500 Examine closely resources over five years old. Discard those with obsolete information and outdated pictorial formats.
      7. 600 Resources over five years old, particularly those on technology and medicine need to be examined closely.
      8. 700 Consider the removal of dated works on photography, music, art and sport. New editions and works with superior illustrations need to be considered.
      9. 800 Examine closely older literary works which have lost their appeal.
      10. 900 Weed outdated geography and history resources, particularly where the title dates materials and where names of countries have changed. Be especially careful to remove outdated and inappropriate Aboriginal resources. Consult the Aboriginal Education Worker for advice. Retain resources that pertain to the history of the school and community.
   2. **Reference**
      Examine closely anything over five years old. Outdated multi-volume encyclopaedia sets have limited value.
   3. **Fiction**
      1. Stereotyped fiction,
      2. poorly written fiction
      3. unused old fiction, popular many years ago, should be seriously considered for weeding.
      4. Classics and award winners should not be discarded.
   4. **Other**
      1. Audiovisual resources, especially where equipment no longer supports usage,
   5. Charts, maps, periodicals, study prints and vertical files need to be regularly assessed.
4. **USE PATTERNS**
   Discard items in areas of declining use such as where:
   1. a particular resource or subject was popular and interest has waned;
   2. materials were acquired to meet the needs of a specific group of students and these needs no longer exist, e.g. materials in another language which is no longer studied in the school,
   3. the items have had no recent use, despite promotion.

The automated system can provide data regarding use patterns which can inform decisions in this area, although be aware of materials which are widely consulted within the library and may not have been borrowed.

POLICY FOR CHALLENGED MATERIALS

1. It is not the policy of St Augustine's to abridge a text and no text will be censored by the removal of pages or editing of footage because this contravenes the Copyright Act.
2. If a parent or guardian makes a complaint about the relevance or suitability of any library material, the following procedures should apply:
   1. Ascertain the nature of the complaint by receiving the complaint in writing. (see document below)
      1. content
      2. language
      3. concepts
      4. relevance
      5. religious / ideological concerns
   2. Refer the matter to a member of the Leadership Team.
   3. The teacher and/or member of the Leadership Team shall meet the parent or guardian to discuss the complaint where every attempt will be made to address their concerns.
   4. St Augustine's will remove a text from its lists if there are sufficient grounds for its removal.
   5. If appropriate, the relevant authorities at the Brisbane Catholic Education Office (BCEO) will be consulted, after the complaints have been examined.
   6. The Principal will have the final say on the removal of a text.
   7. In the case of a text having a number of different complaints brought against it, each complaint will be examined independently.
3. If a member of the general community makes a complaint, the nature of the complaint should be ascertained.
   1. The matter should be reported to the Principal.
4. St Augustine's has Internet safeguards to prevent students accessing materials that are of a dubious nature, inappropriate, offensive or irrelevant.

DEFINITIONS

1. Library materials include:

    1. 'non-print' which includes:
        1. advertising,
        2. artifacts,
        3. CD ROMs,
        4. documentaries,
        5. feature film,
        6. games
        7. radio broadcasts,
        8. recorded music,
        9. multimedia web presentations,
        10. short film
        11. television programs
        12. other multimedia or multi modal

    2. 'print' which includes:
        1. advertising,
        2. CD ROMs,
        3. comics,
        4. current affairs cartoons,
        5. diaries,
        6. encyclopaedias,
        7. essays,
        8. feature articles,
        9. instruction manuals,
        10. journals,
        11. letters,
        12. magazines,
        13. newspapers,
        14. novels,
        15. novellas,
        16. picture books,
        17. photo essays,
        18. plays,
        19. poetry,
        20. posters,
        21. prayers,
        22. short stories,
        23. signs,
        24. song lyrics,
        25. sourcebooks,
        26. speeches,
        27. story boards,
        28. textbooks,
        29. transcripts,
        30. web pages
        31. any other printed fiction or non-fiction material.

REQUEST FOR CONSIDERATION OF ST AUGUSTINE'S RESOURCES

Name of person initiating request _____

Address: _____

Phone: _____

Email: _____

Student Name: _____

Class: _____

Author: _____

Title: _____

Publisher:_____

Format: (Eg book, video, magazine, web page) _____

1. To what in the material do you object? (Please be specific and give examples)
   1. content _____
   2. language_____
   3. concepts_____
   4. relevance_____
   5. religious _____
   6. ideological concerns_____
2. Other comments _____
   _____
3. Did you examine the entire item?_____
   1. If not, what parts?
4. Is the item suitable for a different age group? _____
   1. What ages? _____
5. Is there anything good in this material? Please comment.
   _____

Signature _____

Date_____