

Corinda State High School

Library and Resource Centre Policy

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SECTION 1. General

Vision

Corinda State High School Library aims to provide a learning environment that supports and encourages questioning, exploration and curiosity in an effort to ensure our students *exceed their expectations*.

The Library inspires students to become independent lifelong learners, confident and competent readers and efficient and effective users of information. We promote intellectual and physical access to an extensive range of print and electronic resources, tools, and technologies that meet the needs of students and staff members. The Library also encourages student connections and collaborations, providing welcoming spaces with opportunities for positive social experiences.

Our mission is threefold: to enhance and enrich our educational philosophy and curriculum, to stimulate interest and independence in literacy, and to encourage our community to deepen their social connections.

Community

We acknowledge the Traditional Custodians of the land, the Turrbal and Jagera people, and pay respects to their Elders past and present. The library extends that respect to Aboriginal and Torres Strait Islander staff and students and welcomes them to the Library.

The Library provides a welcoming recreational space that values community connections and aims to instil a strong sense of wellbeing and belonging among all students and staff. This means putting in place effective mechanisms to support inclusion and equality.

To that end, the Library offers an array of resources that reflect the multifaceted diversity of our cohort and the lived experience of high school students. We encourage feedback and suggestions to broaden our services to ensure we meet the needs of users.

Access

Monday to Friday: 8am – 4pm

The **main fiction space** is open for all Junior and Senior lunch breaks. After school student clubs take place in this room between 3 – 4pm.

The **non-fiction room** (RI65) is a quiet study zone and doubles as a bookable classroom space. Seniors may access this room in their lunchbreaks.

The library is accessible via stairs. A lift is provided and can be operated by staff for those who require access.

SECTION 2. Staffing

School library personnel

Libraries are a continuously evolving environment that require staff to be flexible and agile.

Library Technician

A library technician is an ALIA accredited, qualified library and information professional trained to perform the day-to-day functions of a library.

- Manage the information needs of the school
- Collection Management and Development
- Customer Service for Students and Staff

A Library Technician has the following expertise:

- Knowledge of the information environment, including the historic context and future direction of the industry
- Understanding of the purposes and characteristics of information architecture, organisation and access
- Practical applications of processes and practices relating to information management
- Research and Digital Literacy skills
- Knowledge of strategies for community engagement

Within the profession, 'soft' skills are considered more important than ever as libraries transition to community hubs and gathering places.

- Strong communication and interpersonal skills
- Critical, reflective and creative thinking
- Leadership and Management skills
- Marketing skills to promote services to users
- Flexibility and adaptability

Tutors

The 2023 tutoring program is run by CSHS teaching staff. It offers students an avenue to stretch their competencies in core subjects. Teachers provide their expertise after school 3pm-4pm to help students in their homework, assignments and study.

The program also invites high-achieving Corinda alumni of the previous graduating year to assist students in their learning.

Volunteers

External: CSHS is aware of the talent and generous spirit on offer in the school community and invites volunteers to assist the school achieve its mission in a variety of ways. All volunteers will undergo an assessment according to the rules as stated in the relevant Govt Act (Child Protection Policy). The volunteer process is managed by HR under the direction of the Principal. Duties and times are to be negotiated with relevant HOD or supervisor.

Internal: CSHS occasionally offers Year 10 students volunteering positions in conjunction with VET. All placements must be first approved by Senior Schooling.

Student Sidekick Program: New in 2023 is the Sidekick program, which invites junior students to help out in the Library at least once per week. This program intends to build strong information skills, organisation, time management and customer service in a fun environment. It hopes to encourage a love of Library spaces and strengthen engagement with books.

SECTION 3. Collection Policy

The purpose and role of the collection

Our collection must be suitable for an independent public secondary school (Years 7-12) of approximately 2100 students.

The library supports the General capabilities and cross-curriculum priorities of the Australian Curriculum as well as all the Learning Areas within the school. We aim to provide material to support students across all NAPLAN bands, as well as digital resources to support students' information needs, interests and abilities. All resources are acquired for the purposes of education, engagement and entertainment.

There is a number of students for whom English is an additional language or dialect (EALD) and so we aim to provide adequate resources which reflect and support the multicultural nature of the school.

Projects 2022-2023

The following projects were carried out in the 2022 school calendar year:

- Evaluation as per ALIA's rubric to determine the performance and suitability of library services and resources.
- Evaluation of the existing non-fiction collection for authority, accuracy, currency, objectivity and relevance and deselecting where appropriate. Ensuring the acquisition of new and valid materials.
- Concerted efforts to develop Aboriginal and Torres Strait Islander resources, both fiction and non-fiction.
- Concerted efforts to develop the newly implemented LGBTQIA+ section.
- Re-organisation of the Fiction collection and subsequent implementation of a new Oliver system.
- Developing the Library's new student club program and encouraging the pursuit of social hobbies.

The following projects will take place in the 2023 school calendar year:

- A focus on delivering Research + Referencing:
 - o Tier 0 – user-retrieved, self-help information resources
 - o Tier 1 – drop-in sessions provided after school for individuals seeking help
 - o Tier 2 – sessions booked during class time by teachers or departments
- A focus on implementing strategies to increase reading among our students and support literacy across the curriculum.
- A renewed focus on 'Culture First' by expanding student clubs and opportunities
- Implementing a new foreign language collection for international students
- Increasing resources for students with learning difficulties ie. Dyslexia friendly materials

Collection Development

Authority is delegated by the principal to the Library Technician who holds responsibility for the professional co-ordination of the collection. Research shows that the size of school library's staff and collection is the best school predictor of academic achievement. Students who score higher on standardised tests tend to come from schools with more school library staff and more resources, regardless of other factors such as socioeconomics.

CSHS recognises ALIA's guidelines, including:

- a recommended collection size of 12 books per student, not exceeding 25,000 items.
- Approximately 60% of the collection should be Non-Fiction in order to support the curriculum

Current projects focus on the acquisition and replacement of many titles in order to bring the collection up to a high and modern standard. Thereafter, as per ALIA guidelines, approximately 10% of the collection will be replaced annually.

Selection

Resources will be considered for selection based on their own merit and the needs of Corinda State High School. Resources may not be excluded from selection based on personal taste, moral or political viewpoints, social or ideological variance.

Staff and students are invited to make suggestions for new purchases, but suggested titles must meet selection objectives and criteria. A suggestion box is provided in the Library.

Evidence-Based Selection Objectives:

- Reflective of user needs and demands
- Supported by borrowing metrics and collection performance
- Supports curriculum requirements across all subjects
- Supports students who enter vocational pathways as well as those who intend to study at university
- Encompasses recommendations from professional networks, children's literary awards and reputable professional journals
- Supports activities such as the Interschool Readers' Cup and the Advanced Reader Program
- Reflects teachers' expertise in subject specialisation and current pedagogical practice

Selection Criteria:

- Popular interest
- Potential use by the community ie. anticipated demand
- Literary merit
- Significance, permanence or timeliness of subject
- Suitability of subject, style and reading level for intended audience
- Clarity, accuracy and presentation ie. attractiveness
- Suitability of format and size
- Date of publication
- Vendor Support
- Licencing agreements, digital rights management, and accessibility ie. single user/ simultaneous use.
- Price

Evaluation

Evaluation is an important part of collection management. The Library evaluates the success of its collections by a variety of means including:

Statistical analysis reports, ie:

- Circulation
- Collection turnover rates
- Acquisition and discard rates
- Age of collection
- Budget allocation

Acquisitions

Vendors

Our suppliers are selected based on proximity, prices, stock availability and stock lists.

Standing Orders

In 2023 the Library will suspend any standing orders while the collection undergoes analysis.

Donations

We recognise the generous nature of members of our community we thank them for thinking of us. The library welcomes donations **that are consistent with the collection policy**, and reserves the right to decline donations of unsuitable materials. Anyone wishing to donate books is asked to please email the Library with the title of the book, date of publication and overall condition, and await a response.

Collection Categories

All categories are subject to the Selection and Deselection Criteria and undergo rigorous review processes to ensure resources are meeting user needs and upholding the collection policy.

Collection	Information
Fiction	Comprised of recreational resources across many genres, for the purposes of education, entertainment. Action + Adventure Humour SciFi + Fantasy General Fiction Mystery + Thriller Classics Historical Fiction
Non-Fiction	Supports the curriculum. Most are shelved in the Research / Quiet Room by Dewey Decimal. A smaller section of contemporary non-fiction is shelved in the main space to reflect current affairs and trending topics.
Class Sets	Class sets for study in English, Drama and Media are held in the Resource Hire room and are not for general borrowing.
Life Stories	Biographies are shelved in non-fiction
Graphic Novel + Manga	Very popular collection among our students with a high circulation rate.
Senior Fiction	Senior Fiction is available to Yr 10, 11 and 12 only. Books are placed in this genre when the content or theme is particularly mature. Younger students may borrow books from this collection if they have parental permission. This can be via the sample letter in Appendix A, by email or face to face with a parent/carer.
Quick Reads	Quick-Read Books of high interest to support lower reading ability.
Teacher Reference Collection (Non Fiction)	A collection of pedagogical books and learning area specific books located behind the Information Desk. For teacher use only.

Teacher Reading Shelf (Fiction)	Located in the Library Info Desk awaiting permanent shelving. These are books of interest and merit for staff members. Staff do not need to borrow these books, they operate on an honesty policy.
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Digital Resources

Collection	Information	Login Details
ClickView	This can be accessed by staff and students in a variety of ways: <ul style="list-style-type: none"> • Through the icon on staff and student Sharepoint • By following the link on the Oliver Homepage • By googling Clickview 	For account information email the Library
EBSCO	A large multi-discipline database with a focus on education, business, nursing and allied health. See the News Page on Oliver homepage via Sharepoint for log-ins and instructions Can also access National Geography and the <i>Australian and New Zealand Reference Centre</i> through EBSCO.	Username: corinda Password: library@2022
EQ Digital Library	Education Queensland's eBooks Digital Library is available to staff and students from registered schools, and provides access to thousands of eBooks to support learning and encourage a love of reading. See the Oliver News Page for links to EQ Digital and instructions .	Username: enter student MIS ID or corporate ID.
Weblinks	A user guide is available at: https://www.weblinksresearch.com/assets/Uploads/WebLinksOnlineGuide.pdf Manual entry: https://www.pledgerconsulting.com/login Select and click ' WebLinks Online database ' Automatic entry is available to all users on the school intranet:	Username: corinda Student Password: 488
Other Databases	ERIC The Educational Resources Information Centre (ERIC) is an online digital library of education research and information that provides access to a comprehensive range of bibliographic records and full-text articles. PubMed An online resource that comprises over 22 million citations and abstracts for biomedical literature that cover: biomedicine and health; behavioural sciences, chemical sciences and bioengineering. AustLit: the Australian Literature Resource AustLit provides access to information about Australian writers and writing across all genres and forms, resources for teaching, full text, news and information from around the world. AustLit is freely available to Queensland staff and students, who are registered with the Queensland State Library or the National Library of Australia. Accessing AustLit . Education Queensland Databases (for teachers)	Login not required

Deselection

Deselection occurs during the year as the need arises. The final decision for deselection remains with Library staff based on her/his professional knowledge of the needs, interests and abilities of our users. This includes:

- retaining resources that are known to appeal to particular age groups
- retaining fiction titles that have: a) enduring appeal, and b) authors with established and continuing popularity
- retaining resources which continue to support the curriculum such as historical fiction
- student access to ICT and eBooks within and beyond the school, ie. Anytime Anywhere access to information.
- student preferences for print resources over other formats, as well as the need to develop literacy skills using traditional formats
- resources that will enable users to cross-check information for authority, accuracy, currency, objectivity and relevance

De-selection will be considered for items which:

- are in poor physical condition, dirty or damaged beyond reasonable repair
- are in a format no longer supported by available hardware
- have information which is inaccurate, out-of-date, biased, racist, sexist or misleading
- contain racial, sexual or cultural stereotyping
- are unappealing in appearance or format
- are inappropriate or irrelevant to the needs, abilities and interests of the library's users
- have significantly declined in circulation and unlikely to be popular or required again
- have been superseded by newer editions that have greater aesthetic appeal
- are unused duplicate copies
- are over 10 years old (currency), and not considered seminal

Digital resources will be deselected if:

- they meet any of the above criteria
- links are no longer live
- have altered terms and conditions of use which are unacceptable
- have accompanying advertisements or other material which is inappropriate
- have embedded links which lead to inappropriate sites
- no longer comply with copyright
- no longer deemed suitable for the use of students

Culled resources will be written off in accordance with approved procedures, including amending the record in the library's management system. They will then be disposed of appropriately. Most materials unsuitable for the school library are likely to be unsuitable for other libraries so careful consideration needs to be given to their final destination.

When a resource is culled, it

- is weeded from the Oliver database
- has as many CSHS markings as possible removed
- has the CSHS barcode struck with a permanent black marker
- will have the page with student names removed if it is a Resource Hire book

The school will ensure the appropriate disposal of our weeded materials:

- The sale of unwanted titles will be within the guidelines of Corinda High School's financial procedures.
- Appropriate, relevant and current textbooks may be donated to charitable causes under the guidelines provided by the Department of Education. All books must be assessed within the appropriate framework before donated to communities or causes. Books must not be given to Church groups.
- A yearly book giveaway occurs during Book Week in which many weeded fiction titles are offered to students to build their personal home collections.
- Other materials are thrown away or recycled if appropriate.

Challenged Materials

On occasion a student, teacher, parent or community member may voice a concern about a resource that has been selected for inclusion in the school's collection.

The following processes can then occur:

- Librarian will clarify the challenge and resolve, if possible, through informal discussion
- Librarian will explain the policies and procedures to the complainant and outline the next steps for challenged materials.
- Librarian to advise the Line manager and Principal
- If wishing to take the matter further, the complainant can complete the [Request for reconsideration of resources form](#). [APPENDIX B]. Every assistance in its completion should be given.
- The form is returned to the Librarian who submits the matter to the HOD to develop a recommended action for approval by the Principal.
- The Principal communicates the decision and an official administration record is kept on file

SECTION 4: Library Programs

Culture

The Library supports Corinda Culture by getting involved in significant school events, promoting related resources and creating fun displays.

The Library also highlights inter/national awareness days by acquiring and displaying relevant resources. These resources will also be highlighted on the Oliver News page. Additional displays throughout the year are curated based on student interests, current affairs, and entertainment.

Students Clubs

The Library offers a number of extracurricular student-run clubs and activities. Students can nominate these with the Library Technician and be granted after-school slots pending availability. As there is a limited number of clubs that can run each term, clubs will be accepted or discontinued based on number of members, rate of attendance and student behaviour.

Projects

The Library also supports additional projects such as Write A Book in a Day, Book Week, and the Premiers Reading Challenge.

Additionally, we aim to involve our students in external events such as the Interschool Chess Tournament, Readers Cup and the LitQuiz.

The Library can offer information on Writer's Competitions open to high school students throughout the year.

SECTION 5: Related Documents

Document	Purpose
Library Evaluation Rubric	Evaluation of library services and resources to identify strengths and weaknesses and direct future projects.
C.R.A.A.P Test	Assessment guideline for determining appropriate resources for research
Library Procedures	Internal Manual outlining procedures for library staff
ALIA: A Manual For Developing Policies And Procedures In Australian School Library Resource Centres	Key reference in creating library policy and provides guiding principles of collection management
ALIA: Foundation Knowledge, Skills and Attributes relevant to information professionals working in Archives, Libraries and Records Management	Outlines the skills possessed by qualified library staff
Workplace Health and Safety	Outlines WHS principles for staff
Smartcopying	Resource outlining the copyright licenses which cover Australian schools

APPENDIX A: Senior Fiction Access Permission

Corinda State High School
[Date]

Dear Parents,

[Student Name] has expressed an interest in reading [Title].

In our library, this book is classified as Senior Fiction. Senior Fiction titles are determined to contain particularly mature content and themes and are therefore recommended for ages 15+. Students in years 7-9 require parental permission to borrow these titles.

Below is the summary of the book:

[Insert Summary]

We advise that these books feature the following themes:

[Insert Themes]

If you'd like to permit [Name] to borrow this book, please sign below and return to the library.

Thanks,
Emma O'Brien

Library Technician

I am happy for my son/ daughter to borrow these books

Parent's name: _____

Parent's signature: _____

Comments:

APPENDIX B: Request for Resource Reconsideration

Corinda State High School

REQUEST FOR RECONSIDERATION OF RESOURCES

Initiated by

Telephone:

Address

Resource Details:

Type Book Magazine Video Audio Website Game OTHER.....

Title

Author

Publisher.....

Please respond to the following questions. If insufficient space please attach more information.

1) Did you review the entire item? Y N If no, what sections did you view?

.....

2) Please provide details about your objections to this resource.

.....

.....

3) What do you feel might be the result of a student's use of this material?

.....

.....

4) Could you recommend other similar material that you consider to be more appropriate?

.....

.....

5) Please indicate what age group you think is appropriate for this content

.....

6) Please provide any additional details or concerns below

.....

.....

Date: Signed:

Please return this form to the library.