



**School Policy:** Evelyn Scott Library  
**Development:** 2024  
**Renewal Date:** 2026  
**Related Policies and Procedures:** *Library Procedures Manual*

**Statement of Purpose: The purpose of this policy is to articulate the procedures followed and criteria applied in the selection of Resources for Evelyn Scott library.**

### Rationale

The primary purpose of Evelyn Scott library is to support teaching and learning at Evelyn Scott school. The library/learning commons exists to provide resources to support the curriculum and recreational needs of learners, staff and parents/carers of the Evelyn Scott community. The role of the teacher librarian is to assist in the management of the library and to support the development of Future Focused Learning in accordance with the ACT Education Directorate Future of Education strategy.

<https://www.education.act.gov.au/our-priorities/future-of-education>

The aim is to provide a balanced collection which;

- supports the curriculum and recreational needs of a P-10 school
- reflects the local community, Australian content and information of a global nature
- supports the principle of equity and inclusivity
- reflects Cultural Integrity
- reflects Indigenous perspectives
- includes a wide range of formats
- supports the integration of Digital literacies and ICT skills

**Opening Hours:** 8:30am-3:30pm Monday- Friday (during School Terms)

Evelyn Scott library is open during all breaks as timetabled.

Learners may borrow and return books before and after school and during breaks in addition to their scheduled library time.

Sector	Borrowing	Resource Guide
Staff	May borrow from any section	Unlimited loans
Parents/carers	May borrow from any section	Unlimited loans
Primary P-6	May borrow from any section. A library bag is recommended.	As a guide, learners may borrow up to 4 books. This may be extended upon negotiation with parents/carers, teacher or library staff.
Highschool 7-10	May borrow from any section. A library bag is recommended.	Unlimited loans



### Collection Development Criteria:

Staff, parent/carer and learner resource suggestions are welcomed. Learners may place ideas for resources in the suggestions box located in the library.

The criterion for collection development is according to;

- relevance to the Australian Curriculum
- wide range of physical and digital resources to meet the needs of users
- appropriateness of level to intended users
- well presented – appropriate physical format and appearance of material
- cost, value and suitability for library use
- accuracy and currency of content
- organisation and accessibility of information, layout, index, table of contents, glossary, diagrams, text density, photos etc.
- access to external resources
- current research based professional resources for both staff and parents/carers

The collection will be developed on an ongoing basis to ensure users have access to new and relevant resources.

### Resource selection tools

Organisation/Association	Website/Access
Australian School Library Association (ASLA)	<a href="https://asla.org.au/">https://asla.org.au/</a>
Australian Library and Information Association (ALIA)	<a href="https://www.alia.org.au/">https://www.alia.org.au/</a>
Schools Catalogue Information Service (SCIS)	<a href="https://www.scisdata.com/">https://www.scisdata.com/</a>
Children's Book Council of Australia (CBCA)	<a href="https://cbca.org.au/">https://cbca.org.au/</a>

[Evelyn Scott School library procedures manual](#)