

# Resource Centre Policy



## AIMS OF THE RESOURCE CENTRE

- To assist students to achieve information literacy
- To help students become lifelong, independent and interdependent learners
- To assist students to become informed decision makers and effective communicators.
- To be integral to the teaching and learning processes
- To provide responsive and proactive customer service.
- To create a welcoming, well organized and practical learning environment.
- To promote an appreciation and enjoyment of reading.

## LIBRARY HOURS

8.00 am – 3.30 pm

The library is available before school, lunch and after school for homework, tutoring (tutoring schedule is updated at the beginning of each term), assignment research and silent reading only.

## RESOURCE BORROWING

All resources must be borrowed via V-Library. Students are required to produce their ID card for borrowing.

### Students

- Books:
  - Junior = 2 non-fiction, 2 fiction
  - Senior = 3 non-fiction, 2 fiction
- Magazines – Overnight
- Reference Texts – Not for loan



## Charge Desk

All resources must be borrowed at the Charge Desk before leaving the building. Students must have a school ID card in order to borrow.



## SERVICES AVAILABLE

- Fiction and non-fiction books for both junior and senior students
- Magazines
- Newspapers
- Textbooks for all subject areas
- Filming equipment
- Board Games
- Photocopying
- Scanning
- Printing
- Computer pods
- Laptop daily loans (parent/guardian permission must be given for this service)
- Assignments - all assignments must be submitted via the assignment box located at the front door
- Blazer loan
- WRIP room (Writing, Reading Instructional Program) to assist juniors in improving literacy
- Reading lounges
- Computer technician support before school and at lunch