

# LIBRARY POLICY



**St. Francis Xavier College**  
**Ratified by Board of Management**  
**October 2000**  
**Amended April, 2006**  
**Ratified by College Board June, 2006**  
**Amended April, 2012**  
**Ratified by College Board May, 2012**

## MISSION STATEMENT

*St. Francis Xavier College is a Catholic community that is educative and supportive. We have a clear purpose: the development of a person of competence, conscience and compassion formed in the Christian tradition; one who is guided by a sense of hope and self-belief and who will be of service in the world. We recognise God's presence in our lives by celebrating and pursuing personal excellence and by living courageously with optimism and respect for all.*

### St Francis Xavier College Library Mission Statement

The Library is integral to providing an inspiring, vibrant learning environment that supports St Francis Xavier College Mission and Teaching and Learning statements. We facilitate community research and information literacy and endeavour to engender a passion for literature which promotes independent, lifelong learning.

The purpose of the Library is to:

- Work in collaboration with teachers to engage students to seek and make sense of information.
- Nurture a strong reading culture that produces passionate readers.
- Provide a service that is proactive, inclusive, flexible and welcoming.
- Respond to the needs of the College community with the resource collection.
- Offer flexible and innovative multi-purposed learning spaces that cater for the changing needs of our users and which are aligned with modern and emerging technologies.

#### 1. USERS

The Library is a place for quiet research, reading and study with Library staff committed to supporting the College community in all information services. The Library collection will provide a range of resources, fiction, non-fiction, print, audio visual and digital to support the teaching and learning and recreational needs of the College community. Students will be actively encouraged to borrow regularly from the collection.

#### 2. ACCESS

The Library is open from 8.00am to 5.00pm.

Teaching staff can book classes into Library learning areas to utilise the resources and facilities through the online **Book It** system. Classes are required to wait quietly outside the Library until officially admitted and on entering the Library should do so without interference to other Library users. Classes are held in the Library in order to give supervised access to Library resources and facilities.

Students, who are sent to the Library from a class unaccompanied by the teacher, are required to report, with a note from their teacher, to the Library staff. Such groups should number no more than six and should enter and leave the Library without disturbance to other users.

The Library is available for students during the school day for private study. Private study students should sign in when arriving at the Library during class time. Audio visual equipment, electronic devices and certain print resources can also be booked through **Book It**.

### **3. LIBRARY USE**

During class time the Library is a place where the College community should expect to find a modern working environment. Students will be encouraged to be mindful of the needs of other Library users. Students are welcome to use the Library resources and facilities, however, the expectation is that they will treat these facilities and resources with care. The Library is a clean and safe environment, therefore, only plain water - no food or other drink - may be brought in to the Library.

The Library Moodle pages are an online means of communication from the Library to the College community highlighting Library activities and resources. The College community is also kept informed of Library related matters through the Student Bulletin, Staff Newsletter and College Newsletter.

### **4. RESOURCES**

The Library selects quality, current and curriculum relevant print and digital resources that reflect the teaching and learning and recreation needs of the College community. Bibliographic resources, professional journal reviews, visits to and from book suppliers, standing orders and recommendations through professional networks will be utilized to locate appropriate print and digital resources. In addition books will be sourced from shortlisted literary awards lists.