



PROCEDURE 1.1.7

LIBRARY PROCEDURE

RATIONALE:

A Library is a resource-based learning centre and the basis of recreational reading.

PURPOSE:

- To actively support teaching and learning in all curriculum areas with a range of appropriate, well selected resources.
- To provide students and staff with the skills to access and use information relevant to their learning needs.
- To provide students with a suitable range of recreational reading material.
- To provide an area for relaxed/quiet study or reading.

GUIDELINES:

The Library will:

1. Be funded to meet programme requirements and recreational needs, on a budgeted basis.
2. Have in place quality management procedures for staff to follow as indicated in the Library Procedure Manual.
3. Be a positive learning environment.
4. Provide a planned, well chosen, comprehensive, well-maintained collection of resources.
5. Set up efficient, effective systems to enable access to, and security of, information (via use of Accessit).
6. Provide support for the development of information skills for our classes (via our Librarian).
7. Allow time for the Librarian to train student Librarians.
8. Encourage the use of the National Library and other community Libraries, as required.
9. Be available to both staff and students on a regular basis.
10. Involve students and staff in choosing/buying resources for the Library collection.
11. Hold events throughout the year such as: Book Week, author studies, celebrate special days/dates/events, Book Fairs etc. Have the Librarians involved in these events.