

Meekatharra School of the Air Library policy

Established 1959

'Wisdom by Wireless'

RATIONALE

Whilst MSOTA strives to provide quality distance education, we acknowledge that effective teacher / student relationships are supported through personal contact between teacher and student. MSOTA endeavours to provide support in the delivery of distance education courses to ensure students have the opportunity to achieve their full potential in the pursuit of their education. The MSOTA Library is a unique learning centre as far as the distance between the borrower and the structure itself along with the process in which borrowing takes place. This in no way sets it apart from the main role of a school library, in fact quite the opposite as frequent communication between the Borrower's and the Library Officer ensures the needs of the patrons are met.

The purpose of the MSOTA library :

- To obtain, organise and maintain the library collection.
- To provide staff and students access to a diverse and up to date range of books and educational materials.
- To educate and encourage the independent skills needed to navigate the resources available.
- To create an area in which staff and students are able to access the library collection with ease, in comfort and with confidence.

MSOTA Library Loans Policy

- MSOTA Families are to receive a box of library items for each family.
- Library loans are posted to families in grey or black plastic tubs. A list of all loans and a 'Library Care' flyer is included with the sent items.
- A return paid card is to be placed on each tub.

- Library loans are for each school term and can be extended or received more frequently at the Library Officers discretion.
- Previous loans are required to be returned before new loans are sent out.
- Library loans are permitted over the school holidays, excluding the end of year break.
- All end of year library returns are due back by Week Six of Term Four.
- It is the Borrowers responsibility to inform the Library Officer if any items are lost or damaged.
- A Borrower includes, Staff, Students, Parents and Guardians.
- It is the Borrowers responsibility to cover the cost of all lost and damaged items.
- The Library Officer will send an invoice for the replacement cost of the lost or damaged item to the Borrower, along with details for payment.
- MSOTA will cover the cost of postage for the new item.
- Borrowers may not purchase a replacement copy or substitute for any lost or damaged items.
- The Library Officer will purchase all replacement items when funds for the lost or damaged items have been received.
- It is at the Library Officers discretion as to whether an item is repairable or replaceable. All reasonable effort will be made to repair an item.
- A lost item that has been found after payment and purchase of a new item will then become the property of the Borrower. The Borrower should then remove all identification linking it with the school to avoid confusion.
- A notice will be forwarded to families for all unreasonable overdue items. If there has been no response concerning the overdue notice, an invoice for these items will be forwarded and future borrowing will be limited until the matter is dealt with.

Evaluation:

This policy will be reviewed and shown to School Council as part of the school's review cycle.

