



# RANGIORA NEW LIFE SCHOOL

## POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

1.4	Curriculum	Library Learning Centre	
Ratification	March 2005	Chairperson	
Last Review	November 2007	Chairperson	

### RATIONALE / BIBLICAL MANDATE

The School Library Resource Centre (SLRC) holds a central role in the school, not only physically but also in supporting the delivery of the school's curriculum.

### PURPOSES

- To provide resources that supports the school's curriculum and the National Curriculum Framework.
- To provide a creative, stimulating environment in which students develop an enthusiasm and love for reading.
- To provide a variety of opportunities for students and staff to develop information and research skills using a range of technologies including:
  - Written material
  - CD ROM's
  - Internet
  - E-mail
- To provide Christian resources that supports the special character of the school and is not readily available from other sources.
- To provide a centralised system for managing the school's learning resources held throughout the school.

### GUIDELINES

#### PERSONNEL MANAGEMENT

- The school will provide funding and commitment of staff time and training to the SLRC.
- The teacher with library responsibility (TLR), a librarian, student librarians and volunteer helpers will staff it.
- All staff will have a role to play in the success of the SLRC.

#### FINANCIAL MANAGEMENT

The TLR will be responsible for submitting an annual budget, which will provide a clear plan of spending priorities, and will monitor and maintain spending within the allocated budget.

#### RESOURCE MANAGEMENT

- The school's resource policy documents how resources will be managed within the school.
- There is a selection process for new materials.

#### SYSTEMS MANAGEMENT

The library stock is fully computerised and all other learning resources within the school are being placed under this management system.

#### RELATIONSHIPS WITH OTHER RESOURCE AGENCIES

The personnel associated with the library resource centre will liaise with other library support services and other relevant library groups.

#### EVALUATION

Annual evaluations will be undertaken of the stock and services as well as regular review of the procedures.

#### COLLECTION DEVELOPMENT PLAN

There will be a five-year development plan put in place that will guide purchasing and curriculum development.