

Policies and Procedures
for
<insert school library
name>

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1. Staffing

List of school library resource centre personnel

School library resource centre personnel role descriptions

Related documents

2. Collection development policy and procedures

Collection development policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Collection development procedures

Profile of the school community

Profile of the existing collection

Access to resources

Formats within the collection

Collection goals

Budget

Selection principles

Resource selection tools

Organisation/publisher	Website	Publication

Scope

Donations

Cooperative relationships with other libraries

Collection evaluation

Maintenance and preservation of collection

Principles of deselection

Replacement or renewal of resources

Challenged resources

Request for reconsideration of resources

3. Budgeting policy and procedures

Budgeting policy

Rationale

Scope

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Budgeting procedures

Categories

Calculation of the current state of the collection

Type of budget

Preparing the budget

Procedure for monitoring expenditure

Reporting of actual budget use

4. Ordering policy and procedures

Ordering policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Ordering procedures

Preparing orders

Placing orders with suppliers

Receiving orders

Suppliers

5. Cataloguing policy and procedures

Cataloguing policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Cataloguing procedures

SCIS search

Resources not found on SCIS

SCIS cataloguing agencies

Original cataloguing

6. Processing policy and procedures

Processing policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Processing procedures

Processing procedures for physical resources

Elements of processing	Book	Non book single items
Supplier and item cost		
Barcodes		
Call number label		
School stamp		
Due date slip, if applicable		
Placement of security tag, if applicable		
Repackaging		
Covering		

Kits

For two or more media needed to be catalogued together.

Processing procedures for networked resources

7. Access and circulation policy and procedures

Access and circulation policy

Rationale

Scope

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Access and circulation procedures

Access to networked resources

Circulation of physical resources

Circulation requirements for physical resources

Preparation

Borrowing of physical resources

Return of physical resources

Renewals

Overdues

Lost or damaged resources

Reservations

Teacher borrowing

Housekeeping procedure

Procedures for circulation in decentralised collections

8. Stocktaking policy and procedures

Stocktaking policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Stocktaking procedures

Preparation

Process

Follow up

Missing physical resources

Deletions

Repairs

Post stocktake procedures

9. Copyright policy and procedures

Copyright policy

Rationale

Policy statement

Copyright infringement

Audience

Authorship

Related documents

Date of ratification

Date for review

Copyright procedures
List of agreements

Appropriate signage

Labelling of content

Professional development

Glossary

References

APPENDICES