

The Mary MacKillop Library Policy

Acknowledgments: In the development of this policy document the Mary MacKillop Library endorses the following documents:

- **ALIA (Australian Library and Information Association) Core Values Statement**
<https://alia.org.au/about-alia/policies-standards-and-guidelines/alia-core-values-statement>
- **IASL (International Association of School Librarianship) IASL Policy Statement on School Libraries**
http://www.iasl-online.org/about/organization/sl_policy.html
- **IFLA (International Federation of Library Associations) Trend Report**
<http://trends.ifla.org/>

Function

The Mary MacKillop Library serves as a vital component of the education process of the students at St. Patrick's College. The Library is for the use and benefit of all staff and students of the College and the resources in particular, support the school curriculum and the teaching program.

Through a planned program of acquisition, organization and dissemination of information the library's goals can be evidenced in the following functions:

- **Informational.** The MML helps students turn information into knowledge. The library provides the students with the opportunity to use information to enhance their knowledge, understanding, imagination and enjoyment of information, regardless of format.
- **Educational.** Through integration with classroom teaching, the library supports all students in acquiring and practising the educational skills that are imbedded in the College's goals and Mission Statement.
- **Cultural.** Provide access to local, regional, national and global resources that encourage cultural and social awareness and sensitivity.
- **Recreational.** Develop and sustain in the students the habit and enjoyment of reading through the provision of a wide variety of reading material.

Principles

The Mary MacKillop Library, St. Patrick's College library policies have been developed in keeping with the '**Charter of Rights and Responsibilities of the St Patrick's College Community**'.

1. The library supports the task of the school to provide an education of the highest possible standard for our students, using the resources available to us.
2. The library equips students with life-long learning skills and develops their imagination, enabling them to live in the community as responsible citizens.
3. Seeks fair access to programs, resources and support structures.
4. Provides resources that promote the free flow of information and ideas through open access to materials that offer a variety of viewpoints on contemporary issues.
5. Offers students the opportunity to develop literacy skills and to manage complex information, regardless of format, in the library or online.
6. Provides access to local, regional, national and global resources that expose learners to diverse ideas, experiences and opinions.
7. Develop an awareness of the diversity and individuality of all people.
8. Promotes the library's resources and services to the whole school community and beyond.
9. Seek to provide excellence in professional service to the college community.

Policy for Selection of Appropriate Library Materials

Rationale

The motto of St. Patrick's College is "**Strength through Faith and Knowledge**" and our Faith in Jesus Christ is the foundation of our work in the school community. The education of our students in the Catholic Faith and the ongoing support of our parents in the faith development of their children are our primary concern. This philosophy provides the basis on which all library materials are selected for inclusion in the collections of the Mary MacKillop Library.

Principles

I. Library material will:

1. Support and be consistent with the educational goals of the school, the Catholic Education Office, and the aims and objectives of College's teaching and learning programs.
2. Reflect the cultural interests of value to the student's families.
3. Provide materials that will stimulate growth, expand literary and aesthetic values and support ethical standards.
4. Meet the individual needs, abilities, emotional development and learning styles and interests of students and staff.
5. Reflect student diversity in culture, gender, levels of maturity, special learning needs or socio-economic background.
6. Identify the format, be that text, online, digital, audio-visual, that best serves the intended use of this material.
7. Enrich the curriculum and support the Heads of Faculty and the teachers in the delivery of educational programs to students.
8. Be selected after due consideration is given to the reputation and strengths of the author, producer and publisher. **[Please refer to Fact Sheet 4 Challenged Material]**
9. Critically assess online resources before recommendation for use by students.
10. Meet all obligations of the **Australian Copyright Act 1968**.
11. Meet all licensing agreements that apply to online electronic resources.

II. Library materials will enable students to:

1. Develop their full spiritual, academic, personal and cultural potential.
2. Deepen their understanding of the values of Christ and appreciation of the Catholic faith.
3. Access material from the collection that is best suited to their ability level and needs.
4. Connect to people and ideas that support and foster intellectual freedom in all forms of communication.
5. Utilise developing technology in order to locate and evaluate information to answer educational and recreational needs and interests.
6. Obtain skills that will promote lifelong learning.
7. Foster a love and appreciation of literature and reading.
8. Access current and accurate content in a variety of media.

The Australian Curriculum

The Mary MacKillop Library supports the aim of the Australian Curriculum to deliver a 'learning entitlement for each Australian student that provides a foundation for successful, lifelong learning and participation in the Australian community.'

Collection Policy

Selection of resources for the Mary MacKillop Library is an important and highly skilled task and is a fundamental component of the library's services. While the Head of Library Services has overall responsibility for selection of resources, staff, students and other community members suggestions are welcomed. Suggested resources will be required to meet all points in library's Collection Management policy.

When selecting resources:

1. Professional library staff, in consultation with Heads of Faculty, will evaluate resources to ensure they meet curriculum needs.
2. Review of material will be conducted using literature from reputable publishers and professional organisations.
3. All material will be examined, where possible, before purchase.
4. Library materials dealing with controversial issues or challenging situations will be selected while being mindful of:
 - Community expectations;
 - The need to maintain a diverse collection that represents a variety of viewpoints and helps students to develop critical and analytical skills;
 - There is no place in a Catholic school for material that contains gratuitous or extreme violence or has pornographic content.
5. Library staff will place principle above personal opinion and reason above prejudice in selection of material of the highest quality in order to assure the College that material in the collection is appropriate to the needs of staff and students.
6. All gifts and donations will only be added to the collection after being judged against the selection criteria applied to material purchased by the library.
7. All resources purchased by the College, books, eBooks, serials, audio-visual and online subscriptions, will be catalogued through the Library. This applies to items that may be housed in Faculty collections.
8. Selection and purchase is recognised as an ongoing process. Part of this process will include removal of older items no longer of value to the collection; and the replacement of worn items still of educational value. **[Please refer to Fact Sheet 6 Principles of Deselection]**
9. Acquisition of audio-visual material must be purchased and viewed with due consideration given to the College document on '**Classification of Films, Videos, DVD and material viewed over the network via QuickTime streaming**'.
10. Where appropriate the Mary MacKillop Library selects eBooks titles, both fiction and non-fiction. Content remains paramount in the choice of this type of material. A full policy is available on the Library's eBook collection. **[Please refer to Fact Sheet 30 eBook Policy.]**

Policy for Challenged Materials

While utmost care will always be taken in the selection of resources, the Mary MacKillop Library recognises that some material may be viewed by a member of the College community as controversial and undesirable.

1. The Mary MacKillop Library does not censor items in the collection by the removal of pages or editing of footage as this contravenes the Australian Copyright Act.
2. If a parent or guardian makes a complaint about the relevance, suitability or content of any library material, they will be encouraged to clarify the complaint by submission of the form **Fact Sheet 4 Challenged Material**.
3. The information will be reviewed by the Principal, Deputy-Principal Learning and Teaching, and the Head of Library Services. During this process any challenged material will be evaluated according to the Library Policy documents, which includes the Criteria for Select
4. A copy of this **Fact Sheet 7 Library Policy Statement** and the **Fact Sheet 5 Collection Management** will be made available to a parent or guardian who challenges an item in the library collection.
5. In the first instance the Head of Library Services will meet with the parent or guardian to discuss their concerns in regard to challenged material. Failure to resolve the issue at this stage will see it forwarded to the Deputy-Principal Learning and Teaching and the Principal for further consultation and discussion.
6. Cooperation will be given to the complainant regarding continuing access to challenged material while this process is in place.
7. If the College determines that the resource is to be retained borrowing restrictions can be placed on an item for the complainant regarding his/her own children.
8. If a challenged item is retained, free access is guaranteed to all other students.
9. Mary MacKillop Library will remove an item if there are sufficient proven grounds for its removal.
10. If a text has a number of different complaints brought against it, each case will be examined independently on its merit.
11. The Principal will have the final say on the removal of a text.

Use of Technology in the Mary MacKillop Library

The use of information and communication technologies (ICTs) underpins the Mary MacKillop Library's services and programs. The library supports students becoming information literate by exploiting a variety of ICTs. Library staff guide and supervise students in the appropriate selection and use of electronic resources.

1. The Mary MacKillop Library offers access to the collections within the library via the online library catalogue. [SirsiDynix Enterprise and Portfolio]. This access is available to the school community on a 24 x 7 basis. <http://pat.sdp.sirsidynix.net.au/client/library>
2. The Mary MacKillop Library supports online learning with the development and maintenance of a Homework Help website. <http://library.stpatricks.tas.edu.au/>
3. Licensed electronic products and services can only be accessed by staff and students who are members of the Mary MacKillop Library.
4. The use of online licensed resources, including printing may be tightly controlled by the vendor and subject to license agreements.
5. The library and its patrons are permitted to make and distribute copies as detailed in the Australian Copyright Act.
6. The Mary MacKillop Library remains aware that World Wide Web is an international publishing space. Therefore, the works, images and files on all these different sites may come under the copyright laws of other countries. Some of these countries may have different attitudes toward the ownership of intellectual property than we do here in Australia.
7. Use of computers by students, in the Mary MacKillop Library, is governed by the College policy document 'Information Technology Usage: Guidelines and Rules'.

Academic Integrity

The Mary MacKillop Library supports and promotes the Office of Tasmanian Assessment, Standards & Certification's Authenticity and Academic Integrity guidelines. [Version 3.1 Updated August 2015]

Senior Students. Students should at all times follow the directions of their teachers in TCE subjects, for the referencing guidelines available from the Tasmanian Assessment, Standards & Certification provided for individual subjects.

Croagh Patrick. Students in Grade 9 must follow APA Referencing Guidelines

Middle School. Students in Grades 7 & 8 must follow Harvard Referencing Guidelines

Please refer to the library website for additional information on plagiarism. The following Library Fact sheets can be referred to for more information; these are also available for viewing or downloading from the library website.

- Why referencing is important
- Which referencing system should I use?
- Evaluating information from the web

References

ACARA, The Australian Curriculum, Assessment and Reporting Authority, v.5.2, 2015, Overview, ACARA, <http://www.australiancurriculum.edu.au/Curriculum/Overview> viewed 20th November, 2012

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