The Library Resource Centre is an integral part of the teaching and learning program of the College. Its purpose is to enhance teaching and student learning by providing opportunities for students to develop information - accessing skills and to use these skills competently and confidently to gain knowledge. The Library is open for all students during recess and lunch time. It is available after school by special arrangement.

Library Use

- If a class group goes to the Library, they must wait at the entrance until admitted by the teacher.
- Bags must be left outside the Library.
- No food or drink is permitted in the Library.
- Books and resources are to be treated with care.
- Damages are to be reported to the librarian, or teacher in charge - do not attempt to repair books or materials yourself.
- **All students and teachers should maintain a quiet atmosphere in the Library at all times, including recess and lunch to respect other users of the Library.**
- Please remember that Library and Technology services are for educational purposes.

Borrowing Procedures

All books must be presented to the librarian for correct borrowing procedures. Books marked "REFERENCE" (encyclopaedias, dictionaries, atlases, magazines, vertical file materials, etc.) may only be used in the Library. Removing books or materials from the Library without proper checking out is stealing and will be treated as such.

Overdue Books

Students with overdue books will not be permitted to borrow any other books until the overdue books are returned.

Lost Books

Inform the librarian as soon as possible when books are misplaced. The College always allows time for the item to be found. If the book is not found, the student will be expected to pay for its replacement (this can be very expensive), plus a processing fee of $2.

Computer Contract / Usage

All students / their parents have signed a computer contract upon enrolment / re-enrolment agreeing to appropriate computer and internet use. Computers, either school owned or personally owned, are to be used for educational purposes, not for entertainment or unsupervised internet access. Each student has the right to a computer which functions efficiently. Any unreasonable behaviour resulting in the malfunctioning of the computers will result in disciplinary action. Repair costs could be applied to students responsible for damaging computers.

Photocopying & Printing

To encourage the thoughtful use of printing resources, the College has implemented a credit scheme where each student is given an amount of printing credit each term. Once used up, a student can purchase further credit. Further information is available from the IT Network Manager.

Integrity Respect and Joy

6th March 2019