

The Policies and  
Procedures  
for  
<insert school 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 users

Hours of opening

Access to book and non book resources

Restricted access

Categories within the collection

Budget

Selection principles

## Resource selection tools

<b>Organisation/publisher</b>	<b>Website</b>	<b>Publication</b>

Limitations

Donations

Cooperative relationships with other libraries

Collection evaluation

Preservation activity: repairs

Deselection/weeding: general principles

Challenged resources

Request for reconsideration of resources

### **3. Budgeting Policy and Procedures**

#### **Budget Policy**

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

#### **Budget Procedures**

Select one model

Model 1

Budgeting procedures for preparing an annual budget request submission

Preparing the budget

Formula for calculating school library resource centre budget

Effective collection

Capital expenditure

Model 2  
Budgeting procedures for an allocated budget

## **4. Ordering Policy and Procedures**

### **Ordering Policy**

Rationale

Policy Statement

Audience

Authorship

Related documents

Date of ratification

Date for review

### **Ordering Procedures**

Preparing orders

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 Catalogue Agencies

Set aside resources

Original cataloguing

## 6. Processing Policy and Procedures

### Processing Policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

### Processing Procedures

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.

## **7. Circulation Policy and Procedures**

### **Circulation Policy**

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

### **Circulating Procedures**

Circulation system

Requirements

Preparation

Borrowing

Returns

Renewals

Overdues

Lost/Damaged

Reservations

Teacher borrowing

Housekeeping procedure

## **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 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

Professional development

## **Glossary**



## **Bibliography**