

## **DUNEDIN PUBLIC LIBRARY SCHOOLS POLICY**

### **INTRODUCTION**

Public library funding is derived from rates paid by Dunedin citizens who are entitled to library membership on an individual basis. Provision of learning resources to support education is the responsibility of the state, and Dunedin City Council is not prepared to fund school library services. The role of schools is to provide learning support for staff and pupils by maintaining an adequate library with back-up from National Library. Currently many teachers use Dunedin Public Libraries, borrowing books to meet curriculum requirements, and competing with individual children who are seeking the same resources.

This policy applies to all libraries in the Dunedin Public Libraries network, including the Bookbuses.

### **POLICY**

1. Dunedin Public Libraries fills an educational role by supplementing and complementing the learning process. It adheres to the policy adopted by the New Zealand Library and Information Association - *"It is not the public library's main responsibility to provide books for school curriculum studies, but a children's library should offer a varied collection of background material which may supplement the school subjects."* (38.3 Standards for Public Library service in New Zealand, 1980, and revised 1995 edition).
2. Dunedin Public Libraries priority is to serve those individuals who have no alternative access to library resources. In the case of children this means to meet their needs on an individual basis, by the provision of comprehensive informational and recreational lending collections.
3. Dunedin Public Libraries encourages tours and visits from schools as a means of familiarising children with library services, teaching information literacy skills, and fostering an enjoyment of reading. The library will not however hold aside subject loans for use in the classroom.
4. As the major public library in the region Dunedin Public Libraries recognises a responsibility to accommodate visits by schools from outside Dunedin City, in order to develop an awareness of the range and scope of library collections and services. These visits should be booked with Library staff well in advance of the proposed date.
5. The number of visits may be limited.
6. Teachers and student teachers who have access to institutional libraries to meet their work related needs should use these libraries as a first resort. In addition to their school library, teachers also have access to the National Library's Christchurch Regional Centre as the designated provider of curriculum-related materials for Dunedin schools.

7. Schools do not pay a library rate and are therefore not entitled to institutional membership of the library.
8. Dunedin Public Libraries' **Conditions of Use** (June 1997) states *"Library staff may at their discretion limit the number of items on the same subject which may be borrowed at one time. This will apply particularly where adults are borrowing children's material. Only one copy of the same title may be borrowed at any one time, except where comparison of different editions is necessary and exemption is granted by the section head."*
9. Teachers borrowing items for class use will be held responsible for loss or damage incurred while the books are on issue to them as stated in Dunedin Public Libraries' **Conditions of Use** (June 1997)
10. Guidelines for teachers, relating to the use of the libraries by individuals and classes, will be sent to schools once a year with a letter of invitation to visit.

**July 1998**