

Library Policy

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School Vision:

Our vision is for all students to develop at Woodlem Park School as independent learners with self-belief and respect for others with a lifelong love for learning and a strong foundation for future success.

School Mission:

At Woodlem Park School we value every student. We work together as a community to ensure that students develop well in all aspects of learning so that they are equipped to face the opportunities and challenges of the 21st century wherever they may be.

To Do This:

We provide the best possible learning opportunities in academic subjects, personal development, moral values, and life skills. Staff members and students work together in a spirit of cooperation and mutual harmony.

Aim, Scope and Significance

- Foster a love for reading, support educational development, and provide
- equitable access to informational resources for all students.
- Encourage reading habits among students.
- Support the curriculum by providing relevant resources.
- Promote responsible borrowing and care of library materials.
- Ensure a respectful and quiet environment conducive to reading and study

Policies and procedures for students in the library

- Students must help maintain a quiet atmosphere to provide an environment
- conducive to study.
- No eating or drinking is allowed in the library.
- All students must present their ID card when entering the library.
- Students are expected to behave in a responsible manner at all times.
- Treat all library materials with utmost care; marking or damaging materials affects the enjoyment and benefit of fellow students.
- Keep the library clean and organized. Dispose of trash properly and return materials to their designated places.
- Students are responsible for their personal belongings while using library facilities.
- Students are encouraged to return books promptly to allow others access to library resources.
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- Lost or significantly damaged items must be reported to the librarian promptly.
- Lost or irreparably damaged items must be replaced by the borrower with a new copy or paid for at the current market price.
- Please consult librarian for assistance regarding borrowing, returns, and any questions about library resources.

Loan facilities and terms of borrowing

- Students from Grade 4 onwards can borrow books.
- Each student can borrow one book at a time.
- The borrowing period is one week.
- Books can only be borrowed during the break times.
- Books must be returned on time
- A fine will be imposed for each day the book is overdue.
- Students are expected to take good care of the books they borrow.
- Any damage or loss of a book must be reported immediately. Students may be required to pay for damaged or lost books

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