



## SCHOOL RESOURCES POLICY

### **Rationale:**

Narre Warren South P-12 College has a limited budget from which all learning and teaching resources are purchased. It is imperative that the details of all school resources are recorded in a central location to enable effective control of the use of these items. The Narre Warren South P-12 library staff have been given the responsibility of processing all of these items and recording the details in the Narre Warren South P-12 library management system.

### **Definition:**

For the purposes of this policy, the term 'school resources' includes any text books, novels, reference books, magazines/periodicals, DVDs, CDs, CD-rom, cameras, kits, CD and DVD players, Qwizdom, maps, calculators, charts, speakers, headphones, microphones and any other *non-consumable* resource used for learning and teaching programs in the College environment. This excludes some speciality equipment, eg. Cooking utensils, sporting equipment, musical instruments etc. If there is a reasonable assumption that the item should be available to the general population of the school, it should be entered into the library management system.

### **Objectives:**

- To assist in locating resources when required.
- To ensure accountability for resources purchased.
- To minimise unnecessary duplication of resources.
- To allow effective control of stock.
- To encourage optimal use of college funds.

### **Implementation:**

All non-consumable resources purchased by staff for learning and teaching programs, together with the invoice, should be given to the library staff immediately upon receipt of the items. The library technicians will then process these items and enter all relevant details (such as publisher's details, key search terms, cost of item, barcode, call numbers, ISBN etc.) into the library management system. The staff member who purchased the item will then be notified that the item is ready to be collected. In most cases, processing will take no more than 48 hours depending on the number of items being processed. All staff at Narre Warren South P-12 College will be made aware of this policy.

### **Evaluation:**

This policy will be reviewed as part of the College's four year review process.