School Community Libraries Handbook

School Community Libraries Handbook

FORWARD

The Libraries Board of South Australia, as determined in the Libraries Act 1982, is charged with providing leadership and direction which supports public libraries in South Australia. Collaborating with Local Government and the Department for Education and Child Development, the Board seeks to give effect to the objectives of the Act with a focus on *achieving and maintaining a coordinated system of libraries and library services that provide free access to library materials and adequately meets the needs of the whole community*[1].

The Board promotes a co-operative approach to the provision of library services and aims to ensure that the South Australian community has access to library materials and information housed in libraries across the State. The Board considers this co-operative approach and a strong public library network that is committed to resource sharing is essential for the ongoing sustainability of public libraries in South Australia.

School Community Libraries, established in 1975, are unique in Australia, if not the world. They have proven a remarkable success in providing a public library service in rural and remote communities with a population of less than 5,000 people. There are more than 40 School Community Libraries across the State, and they form an intrinsic component of the South Australian Public Library Network. The 2002 report *School Community Libraries in South Australia: Funding and Governance,* highlights these libraries as excellent examples of state and local government working together with local communities to maximise the use of resources, and to offer a quality service to every South Australian, regardless of location.

The advent of new technologies and significant changes in the roles and expectations of public libraries led the Libraries Board to initiate a review of the School Community Library program in 2011. This review was commissioned to assess the overall appropriateness of the current model and the capacity of the partnership arrangements to deliver library services that meet the changing needs of schools and communities in rural and remote areas. The final report entitled R*eview of School Community Libraries – Future Models of Service Delivery* recommends a more flexible approach to the management of School Community Libraries whereby each participating school works with the local authority and community to develop a library service that will meet the needs of the community.

In 2011 the Libraries Board, along with the Minister Assisting the Premier in the Arts, and the Local Government State Executive, agreed to procure a shared library management system for all South Australian public libraries. Known as **One Card,** this collaborative approach to service delivery provides community members, students and teachers with a contemporary library management system and access to more than 4 million items held in public libraries across the State.

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[1] Libraries Act 1982

The Joint Use Libraries Committee (JULC) has been established by the stakeholders to provide strategic direction and policy advice on the operation of School Community Libraries. Members of the Joint Use Libraries Committee represent various partners and stakeholders including the Libraries Board of South Australia, the Joint Use Libraries Association, DECD, Local Government, Public Libraries SA and the State Library of SA – Public Library Services. The information in this Handbook incorporates a framework of updated policies and relationships for operational effectiveness. Each School Community Library serves a unique community and this Handbook contains the broad principles to assist delivery of the best possible outcomes. Complementary information regarding the SA Public Library network can be located at www.libraries.sa.gov.au and Joint Use libraries on www.decd.sa.gov.au

We recommend this Handbook to School Community Library Boards of Management, Principals and library staff as they make decisions to improve access to library services, build skills in information literacy and work with their communities in the interests of lifelong learning.

Chief Executive   **Chair**
Department for Education and Child Development   **Libraries Board of South Australia**

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SECTION 1 – ACKNOWLEDGMENTS

The Handbook has been prepared to assist in the effective operation of School Community Libraries. It was developed to assist School Community Library Boards of Management, Principals and library staff to offer both a School and public library service to their wider community.

The Handbook details the responsibilities of the various participants involved in School Community Libraries in South Australia and provides for the operation of Joint Use Library facilities.

It is acknowledged that changes in government policies and relationships will affect details over time and that circumstances at individual sites will impact on the adoption of various, negotiable aspects of library operation.

SECTION 2 – INTRODUCTION

The 2014 Handbook provides information regarding the operation of School Community Libraries in South Australia and has been revised to meet the changing needs of rural communities. While there are other forms of Joint Use Libraries operating in South Australia, this Handbook is specifically intended to guide the operations of School Community Libraries. Joint Use Libraries established as a result of agreements between Schools or Colleges of Technical and Further Education and Local Government are the subject of specific local agreements and as such are not governed by this document.

Historically, School Community Libraries have been established in rural areas where the population catchment did not exceed 3,000. Exceptions to the population limit were permitted if other factors indicated that a School Community Library was the best form of library service for the area. Likewise, exceptions were made to prevent the establishment of School Community Libraries in areas where the population was so small or sparse as to inhibit a cost-effective service. In 2002 the population limit for School Community Libraries was adjusted to 5,000 following a consultation process with stakeholders.

School Community Libraries are members of South Australia's public library network. This system of public libraries spans local government areas throughout the state and represents a successful partnership between local and state governments. The network of libraries is supported by Public Library Services (PLS), a business unit of the State Library of South Australia.

In 2012 the South Australian Public Library Network began the implementation of a shared library management system to enable greater sharing of library resources across the State. The participation of School Community Libraries in this consortium provides these libraries with a contemporary and sophisticated library management system that delivers many benefits including:

- A single integrated library management system that is delivered and supported centrally
- Customer access to more than 4 million items currently in libraries along with digital content from a range of sources
- Access for all communities
- Single membership and borrower registration
- Increased diversity of collections
- Streamlined library workflows and procedures
- Reduction in costs and increased efficiency

SECTION 3 – SCHOOL COMMUNITY LIBRARIES IN SOUTH AUSTRALIA

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Karoonda Area School

Keith Area School

Kimba Area School

Kingston Community School

Lameroo Community School

Leigh Creek Area School

Lock Area School

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Mannum Community School

Meningie Area School

Minlaton District School

Moonta Area School

Orroroo Area School

Penola High School

Pinnaroo Primary School

Port Broughton Area School

Quorn Area School

Riverton Primary School

Snowtown Area School

Streaky Bay Area School

Swan Reach Area School

Tailem Bend Primary School

Tintinara Area School

Tumby Bay Area School

Wudinna Area School

Yankalilla Area School

Yorketown Area School

SECTION 4 - AGREEMENTS

The following documents underpin the successful operation of School Community Libraries in South Australia:

- **Memorandum of Agreement**

  This agreement, between the Minister Assisting the Premier in the Arts and the President of the Local Government Association (LGA), is the primary agreement which sets funding levels and broad funding conditions for all public libraries. A copy of the current agreement which covers the period from 2011/12 to 2021/22 is available from the Local Government Association or Public Library Services.

- **Handbook for School Community Libraries**

  The Handbook, endorsed by Department for Education and Child Development and the Libraries Board of South Australia, details the responsibilities of the various partners involved in School Community Libraries in South Australia and provides detailed information for the operation of these libraries including hours of operation, funding, staffing and areas of responsibility

- **Partnership Agreement**

  It is recommended that a local Partnership Agreement is developed between the School, the district council, and the local Library Board of Management to document issues of management, funding, resourcing, operations and reporting as well as addressing local unique issues. Informed by the School Community Libraries Handbook, this simple written agreement clarifies local roles and responsibilities and provides all funding stakeholders with an understanding of the arrangements that apply at the local level.

  An agreement of this nature will establish the contributions, goals and achievements of the School Community Library and form a focus for the local Library Board of Management to review progress against the library's budget, objectives and targets.

  A Partnership Agreement pro-forma has been developed for this purpose and is available from Public Library Services.

SECTION 5 – FUNDING

State and Local Government jointly fund more than 140 public libraries in South Australia to ensure the delivery of equitable library services to all members of the community. Over 40 of these libraries operate in small rural communities as part of the School Community Library program. The State Government's contribution to this program is made through the Department for Education and Child Development and the Libraries Board of South Australia, while the Local Government contribution is made through the relevant local authority.

1.   DECD INFRASTRUCTURE, STAFFING AND OPERATING

DECD contributes significant resources towards the operation of School Community Libraries including funds for library infrastructure, staffing and library operations. These funds are provided to the School Community Library as part of the annual school budget, as determined by the Student Centered Funding Model.

The use of DECD funding and facilities is determined by DECD policies and guidelines.

2.   LOCAL GOVERNMENT AUTHORITY OPERATING GRANT

The Local Government Authority contributes to the running costs of the School Community Library, a minimum amount (as prescribed by the Libraries Board) using the following formula:

Each SCL is allocated a base amount of $1,500 with an additional amount of $5 per head of population served, with increments indexed to the CPI. The population figure used is based on most recently available ABS figures.

The Operating Grant is managed by the Local Government Authority, or paid into the library's budget line through the school's EDSAS accounting system. School Community Libraries are able to negotiate additional funds for operations and special projects through their local government authority.

Councils may opt to make their contribution in one annual lump sum due on the 1st of July for the financial year just commencing. Those opting to make their contribution in two equal installments should pay the first by the 1st of July, with the second no later than the following 1st of January.

The Library Board of Management decides whether these funds are used for extra staffing or Temporary Relieving Teacher (TRT) days, staff professional development, programs or resources.

Andamooka, Leigh Creek and Woomera do not have an operative local government authority, so the Libraries Board of South Australia provides an additional subsidy that would otherwise have been met by local government.

3.   LIBRARIES BOARD MATERIALS GRANT

The Libraries Board of South Australia meets the cost of providing materials to the library at a monetary amount per head of population served. This amount per capita is assessed annually by the Board and approved by its Minister.   The amount is adjusted upwards where the population

served is less than 5,000, according to a sliding scale, to provide a reasonable range and choice of materials in smaller communities. Further details on these arrangements can be obtained from Public Library Services.

Through the introduction of the One Card library management system, all registered users of public libraries in South Australia can access the entire state-wide collection of more than 4 million items. As members of the public library network School Community Libraries provide access to this collection to their school and local community.

Assistance with determining appropriate stock levels can be found in the book *Learning for the Future*, published by Curriculum Corporation*.

***Note**: The use of a shared library management system (One Card) provides School Community Libraries with access to almost 4M items in the public library network. This level of access is predicated on a principle that any item which is available to be lent to a local community member is also available to be shared with all public library borrowers. School library resources purchased using school funds can be identified as belonging to the school, however where they are on the open shelves for public access they are also considered available for reserving and loan to all public library members. This reflects the public library network's culture of reciprocal sharing of library resources.*

4. LIBRARIES BOARD CENTRAL SUPPORT SERVICES

In addition to the materials grant, the Libraries Board provides the public library network with leadership, infrastructure and support through Public Library Services. State-wide services include:

- Management and maintenance of the state-wide library management system (One Card)
- Free public Internet and wireless services
- A 7 day ICT help desk
- Centralised procurement and cataloguing of library materials – print and digital
- Courier services to enable resource sharing
- Online resources and databases
- Public library programs and events
- Marketing and promotion of public libraries
- Professional development and training for library staff

5. BUILDINGS AND FACILITIES

Asset Management Plan

- The school's Asset Management Plan should include equipment in the library that has been purchased using school funds.
- The Local Government Asset Management Plan should include equipment in the library that has been purchased using Council funds.

Space formula

DECD space formula for School Community Libraries is:

- 0.7sq.m for each student in the school plus
- 0.3sq.m for community
- 20 sq.m resources
- 10 sq.m workroom regardless of community population

Public Liability

- DECD is covered in accordance with the government's set insurance arrangements.
- Local government must specify the school community library in their public risk cover.
- It is important to follow all Occupational, Health, Safety and Welfare procedures - *http://www.legislation.sa.gov.au*

Building Works

In the case of minor works, they must be dealt with directly through the appropriate DECD Facilities Manager.

Major works need to be fully planned and priced before being presented to the local government authority and appropriate DECD representatives for approval.

The required funding is to be negotiated between all parties with due consideration of different funding cycles. It is generally agreed that local government authorities should contribute a minimum of 30%, including in kind support, or as negotiated, to such projects.

Maintenance Costs

Expenses for maintenance such as cleaning, building repairs etc., are the responsibility of DECD.

Utilities

The school pays the costs of cleaning, power, lighting, heating etc. from its global budget all year round with the understanding that the community library may cover all costs of other services. Some schools consider that the presence of a public library, with the extra resources it provides, more than compensates for any extra costs.

Cleaning

Specific cleaning requirements, particularly in regard to the toilets, of a School Community Library during school holidays, need to be reflected in the cleaner's contract.

DECD contracts with cleaners specify major cleaning of carpets and windows during school holidays. Library staff should negotiate for this to be done at a time when it will have the least impact on the public use of the School Community Libraries.

Depots

All depot costs, whether on DECD or Council owned property, are funded by the local government authority.

6. FURNISHING, COMPUTER AND MISCELLANEOUS COSTS

Furnishing, computer, phone, fax, postage and freight are divided and paid for from school library or community library budget, depending on the business it relates to. An annual arrangement may be agreed on for the average proportion of these costs. Each individual School Community Library will negotiate a best fit arrangement according to need.

7. UNINCORPORATED LANDS

For Andamooka, Leigh Creek and Woomera, and in areas outside local government boundaries, the Handbook and conditions listed herein will apply, except that the State Government, through DECD and the Libraries Board of South Australia, provide additional operating grants to support the provision of the library service.

Town Association or similar funding bodies may also contribute to the funding of the library.

SECTION 6 – GOVERNANCE AND PARTNERS

DECD, the Local Government Authority and the Libraries Board of South Australia are jointly responsible for the establishment, funding, management and operations of School Community Libraries in South Australia.

The specific roles and responsibilities of each partner are detailed below.

1.   DEPARTMENT FOR EDUCATION AND CHILD DEVELOPMENT (DECD)

The Department for Education and Child Development is responsible for leading and managing South Australia's public education system, with the goal of delivering world-class primary and secondary education in all areas of the curriculum. In the context of School Community Libraries, DECD provides significant infrastructure and operational support, including the recruitment and management of library staff. Schools with a Community Library are required to meet the formal agreement between DECD, Local Government and the Libraries Board of South Australia by ensuring that the allocation of Teacher Librarian time and ancillary support is sufficient to deliver a quality library service to the school and the wider community.

Role of DECD and Principals

- To support the School Community Library program and the delivery of library services in small rural communities
- To ensure principals of schools that house school community libraries are aware of their role and responsibilities
- To work with the other partners in the delivery of the library service

Responsibilities of DECD and Principals

- Work with the local government authority to establish a local Library Board of Management
- All employment conditions of DECD employed staff
- Provision and maintenance of buildings and facilities
- Insurance of school stock held by the library
- Staffing (Teacher Librarian, Community Library Assistant (CLA)and School Service Officer (SSO)
- Line management of all staff through the Principal or nominee
- Representation through the Principal or nominee on Library Board of Management
- Manage relevant finances (EDSAS)
- Support participation in the SA Public Library Network including staff attendance at Public Libraries SA and Joint Use Libraries Association (JULA) meetings and conferences.
- Support training and professional development of library staff

Role of School's Governing Council

- The School's Governing Council has a reciprocal reporting relationship with the Library Board of Management
- Represent the views of the school community to the Library Board of Management

Responsibilities of School's Governing Council

- Constitution of the Library Board of Management should be presented to the Governing Council
- Governing Council should appoint a representative or nominee to attend Library Board of Management meetings, liaise, report between the two bodies, e.g. current initiatives, brief report of minutes of meeting, issues
- Governing Council should receive a copy of minutes and Annual Report of Library Board of Management meetings
- Awareness of and compliance with policies and guidelines governing library practice

2.   LOCAL GOVERNMENT AUTHORITY

Public Libraries in most South Australian communities are owned and operated by Local Government, with funding support from the State Government provided through the Libraries Board of South Australia. Where there are small rural populations of less than 5,000 people the Local Government authority relies on a cooperative arrangement with the Department for Education and Child Development to deliver library services to the local community. This collaborative model has worked successfully for more than 30 years and is an excellent example of government and local communities working together to achieve service outcomes.

Role of Local Government Authority

- Work with the local school to establish a local Library Board of Management
- Provide appropriate levels of funding to support the library needs of the community
- Administer the School Community Libraries budget as agreed
- Support the provision of a library service to meet the needs of the local community
- Fully fund depots or additional library services
- Represent the views of local government to the Library Board of Management
- Support participation in the SA Public Library Network

Responsibilities of Local Government Authority

- Provide adequate budget for operations to attain strategic objectives with a minimum determined from time to time by the Libraries Board of SA
- Provide a quality library service
- Be responsible for the staffing of depots
- Be responsible for all other costs in relation to depots
- Oversee the Libraries Board of South Australia Materials Grant
- Ensure that library services are included in corporate plans
- Provide strategic direction for library services
- Provide representation on the Board of Management
- Receive minutes and Annual Report of Library Board of Management meetings

3. LIBRARIES BOARD OF SOUTH AUSTRALIA

The Libraries Board of South Australia, as determined in the Libraries Act 1982, is charged with providing leadership and direction which supports public libraries in South Australia. Collaborating with Local Government, the Board seeks to give effect to the objectives of the Act with a focus on achieving and maintaining a coordinated system of libraries and library services that provide free access to library materials and adequately meets the needs of the whole community.

Through its Public Libraries Standing Committee, the Board promotes a co-operative approach to the provision of library services and aims to ensure that the South Australian community has access to library materials and information housed in libraries across the State. The Board considers that this co-operative approach and a strong public library network that is committed to resource sharing is essential for the ongoing sustainability of public libraries in South Australia.

Public Library Services (PLS) is a business unit of the Libraries Board and works under the direction of the Public Libraries Standing Committee to provide leadership, infrastructure and central support services to all South Australian public libraries.

Role of Libraries Board of South Australia

- Peak policy and decision making Board for public libraries in South Australia
- The Libraries Board of South Australia is appointed pursuant to the *Libraries Act 1982* and is responsible for the administration of the State Library and the Public Libraries system

Responsibilities of Libraries Board of South Australia

- Set strategic policy and directions for the South Australian Public Library network
- Endorse the distribution of State Government grant funds
- Provide state-wide infrastructure and services that underpin the activities of the SA Public Library Network
- Oversee the activities and operations of Public Library Services (PLS)

4. JOINT USE LIBRARIES COMMITTEE (JULC)

The funding partners have established the Joint Use Libraries Committee (JULC) to provide advice and guidance on the management and operation of School Community Libraries.

Membership of the JULC committee comprises of representatives from: -

- Department for Education and Child Development (DECD) – Executive Officer
- Libraries Board of South Australia - Associate Director PLS
- School Community Libraries - Chairperson of Joint Use Libraries Association
- Public Libraries South Australia
- Public Library Services - Manager Public Library Programs
- Local Government Association
- Joint Use Libraries nominated representative

Role and Responsibilities of JULC

- Make recommendations and provide strategic direction and policy advice on the operation of SCLs
- Provide leadership in the development and implementation of protocols and operational procedures for School Community Libraries
- Provide an effective, cooperative communication link between the staff of School Community Libraries and other appropriate associations and government agencies and departments
- Proactively seek to understand and respond to future trends and how they may impact upon School Community Libraries, including the challenges and opportunities which arise
- Act as an advisory group for School Community Libraries
- Ensure that changes in policy and relationships are fair and equitable to all parties
- Consult with School Community Library managers across the State when developing or amending procedures to ensure the views of a School Community Libraries are captured and considered
- Provide information and engage with stakeholders on School Community Libraries
- Receive and review information regarding the operations of all aspects of School Community Libraries
- Monitor and update the Handbook for School Community Libraries in South Australia

5.   PROFESSIONAL ASSOCIATIONS

There are two professional associations with an interest in the delivery of public library services in South Australia.

Public Libraries SA (PLSA) is the professional association of public library staff in South Australia, providing leadership and direction for the SA Public Library Network. PLSA is the key strategic body in the library / information industry concerned with the future and role of South Australia's public libraries. PLSA represents council, school community and joint use library interests, and provides a united voice on major issues including policy and planning, funding, strategic alliances, partnerships, advocacy and ongoing network development.

All staff employed in a public library or school community are automatically members of PLSA through an annual fee paid by each library. The PLSA Executive Committee is made up of library managers from across the public library network including the chairperson, or nominee, of the Joint Use Libraries Association.

Public Libraries SA:

- Provide an advocacy and lobby voice for SA public libraries
- Actively manage network issues, gathering and disseminating information, and facilitating professional training and development
- Provide an important industry forum for discussion and communication
- Work actively with a range of external agencies and service providers including the State Library of SA and Public Library Services to achieve strategic objectives
- Promote the informed participation of network members
- Provide opportunities to become more directly involved either as member of the elected Executive team or through participation on a number of sub-committees and working groups

- Work closely with the Local Government Association to further the well-being and ongoing development of the public library network in South Australia
- Provide representatives for JULC

Joint Use Libraries Association (JULA) is an effective and supportive network which actively engages both professional staff and relevant stakeholders, ensuring the continued provision of quality, relevant and unique library services in South Australia.   JULA represents school community and joint use library interests and advocates on behalf of professional staff in joint use libraries.

All staff employed in a School Community Library are members of JULA. The chairman or nominee is a member of the PLSA executive.

JULA:

- Develop policy and facilitate the effective management and administration of joint use libraries.
- Advise relevant bodies on matters relating to joint use libraries
- Proactively seeks to understand and respond to future trends and how they may impact upon joint use library services, including the challenges and opportunities which arise
- Provide an effective, cooperative communication link between the staff of joint use libraries and other appropriate associations and government agencies and departments
- Provide mutual support and encouragement to members of the Association and their staff
- Facilitate professional learning and its implementation.
- Work closely with Public Libraries South Australia to achieve strategic objectives
- Provide representatives for JULC

SECTION 7 – LIBRARY BOARD OF MANAGEMENT

The funding partners require that each School Community Library establishes a local Library Board of Management to oversee the operations and activities of library services to the community. A valid constitution that governs the local Library Board of Management must be developed and approved by all parties. A copy should be provided to the Libraries Board.

The Library Board of Management does not need to be incorporated unless it is employing staff, however this is not recommended. As per the partnership arrangements, DECD is responsible for the recruitment and management of library staff.

1.   ROLE

Provide a decision making and advisory forum for operation of the School Community Library, through representation of all stakeholders; DECD staff and students, local government authority, community and library staff.

2.   MEMBERSHIP

Membership of the Library Board of Management must include:

- School principal or nominee
- Representative(s) of the school community
- CEO or nominee of the local government authority
- Representative(s) of local community.

Other attendees may include:
- Library Manager attending in a non-voting capacity as Executive Officer.
- Other library staff as required but only in a non-voting capacity.
- An officer from Public Library Services may be asked to attend in an advisory capacity, as a representative of the Libraries Board of SA.

Membership of the elected or nominated members of the Library Board of Management should be for fixed periods as determined as per the Constitution.

Membership and composition of the Library Board of Management may vary according to local needs and interests, but only within the approved Constitution.

The Library Board of Management elects its own chairperson, but it is recommended that this chairperson not be an employee of either DECD or of the local government authority. The Chairperson holds the casting vote.

Community members are elected as per the Constitution at the Annual General Meeting. Adequate notice must be given so community members have an opportunity to express their interest in serving a term on the Board of Management.

3. RESPONSIBILITIES

- Develop and act under a formal constitution
- Ensure that the community has a coordinated, focused plan in relation to information provision with full and continuing consultation between all the bodies represented on the Board
- Determine strategic direction and policy rather than become involved in administration
- Develop, maintain and monitor a Partnership Agreement and strategic plan that reflects the priorities of the local government authority and the school
- Oversee the development and maintenance of Policy and Procedures manuals
- Meet at least once per school term, to consider the business of the School Community Library and plan for future development
- Consult with and report back through formal minutes and written reports to the bodies which are represented on the Library Board of Management
- Review regularly the operation of the School Community Library and implement changes as required, including library opening hours to reflect the requirements of the school and local community
- Promote the library in the community
- Provide for community access to information
- Work with the Principal to ensure security / duty of care requirements for staff and library users are met
- Monitor library staffing requirements and negotiate any additional staff with DECD and the Local Authority
- Participate in the recruitment of library staff as required
- Determine and monitor the management of the library's operating budget
- Submit annual audited statements and statistical returns to the Libraries Board of South Australia and Local Authority by 30 November of each year

4. DESIGN AND FACILITIES FOR SCHOOL COMMUNITY LIBRARIES

As the local Board of Management is the key representative body for the operation of the library they must be involved in any decision making processes.

5. REPORTING

Reporting is a critical form of communication for all stakeholders and should include:

- Annual Business Plan presented to the Library Board of Management for approval
- Statistics reported through PLS to the Libraries Board of South Australia
- Formal minutes and reports of meetings produced and distributed to representatives.

6. PERMANENT CLOSURE

In the event of considering the closure of a School Community Library, written notice must be given to all parties to the original agreement at least nine months before the proposed closure. Additional detail on this process should be contained within the constitution.

SECTION 9 – HUMAN RESOURCES – STAFFING

Staffing of School Community Libraries is funded by DECD. Prior to 2012 schools were staffed in accordance with the '*Staffing Allocation Document 1999'* (SAD). This document outlined the DECD formula for teacher-librarian staffing for the size and type of school housing a School Community Library, with a minimum of 0.5 FTE in primary and area schools, and 1.0 FTE in secondary schools.

In September 2010 the Industrial Relations Commission of South Australia (IRCSA) handed down an Arbitrated Enterprise Bargaining Award (2010 Award) employees. This has now been replaced by the SA School and Preschool Education Staff Enterprise Agreement 2012 (2012 Enterprise Agreement) The 2012 Enterprise Agreement sets out new workload protections for school staff which includes for the first time a definition of face to face teaching. Teacher librarian face to face teaching includes time allocated for student contact and consultation in the library. The IRCSA decision also provided the opportunity for schools to be funded via a Student Centered Funding Model (SCFM) from 2011.

While there is no longer a set formula for the allocation of Teacher Librarian time in a School Community Library, Principals in schools that deliver community library services are required to support the formal agreement between DECD, Local Government and the Libraries Board of South Australia by ensuring that the allocation of Teacher Librarian time continues to deliver a quality library service to the school and the wider community.

If a dispute arises regarding School Community Library staffing resources the Library Board of Management and/or Principal should seek assistance from Public Library Services.

1.   STAFF RESPONSIBILITIES

DECD provides a Human Resources Unit and enquiries concerning staffing matters should be referred to the relevant HR contact person for your site.

Council employed staff can access their local authority's HR services.

Principals

It is strongly recommended that principals newly appointed to a school with a School Community Libraries, without experience of this type of community involvement, access appropriate information sessions about the role of School Community Libraries.

Principals will gain a good understanding of their School Community Libraries through some or all of the following:

- Induction and regular meetings with the Teacher Librarian
- Meeting with representatives of the local Council
- Attendance at Library Board of Management meetings
- Familiarity with the Handbook
- Discussion with other Principals in schools with an School Community Libraries
- Attendance at appropriate forums.

Principals of schools which incorporate School Community Libraries:

- Manage the performance of all library staff
- Contribute to the operations of the Library Board of Management
- Understand, support and promote the unique service provided by School Community Libraries
- Be familiar with the arrangements as outlined in the Handbook
- Ensure library staff, volunteers and Friends of the Library have appropriate training and development opportunities, including Child Safe Environments (Mandatory Reporting) and appropriate Criminal History Screening Checks.

Teacher Librarians

The Student Centred Funding Model provides funding to schools based upon a funding allocation for each student enrolment. Principals in partnership with the Personnel Advisory Committee (PAC) are required to decide, within available resourcing and need, the allocation of Teacher Librarian time within the school. Once the library time has been decided Principals will negotiate with Teacher Librarians how this is managed in the school.

The 2012 Enterprise Agreement provides the following definition for the calculation of face-to-face teaching for Teacher Librarians in clause 5.2.4: "in the case of a teacher librarian face-to-face teaching includes time allocated for student contact and consultation in a library".

Principals should consider the additional administrative responsibility of the Teacher Librarian within the School Community Library context in considering the Teacher Librarian workload. It is expected that the Teacher Librarian will have a component of hours for Community Library administrative work, which is effectively taken up with overseeing operations and providing professional librarian expertise and advice. Principals should also support the Teacher Librarian to attend PLSA Quarterly meetings and Library network training to support ongoing professional development.

Non instruction time (including administration time) for Teacher Librarians can include such activities as:

- Strategically plan and budget for continuous improvement in library services and programs
- Collaborate with teachers to plan and implement relevant information literacy and literature programs that result in positive student learning outcomes
- Plan and manage the day-to-day library operations
- Adhere to public library and information principles, practices and their application in a school community environment
- Participate as a member of the SA public Library network
- Develop and provide opportunities for lifelong learning, social inclusion and community engagement

It is strongly recommended that qualified Teacher Librarians are appointed to School Community Libraries whenever possible. They have a key role with their knowledge and understanding of the information process, combined with their knowledge of resources and technology to enhance

access to information resources of all kinds. This allows them to make a unique contribution to student and community learning.

Additional information regarding the Teacher Librarian Role can be found in Appendix B.

Community Library Assistants

The State Government, through DECD, is responsible for the salary and appointment of additional support staff in School Community Libraries i.e. that of a Community Library Assistant, to ensure that there is adequate access to the library by the community in non-school hours and that the library is able to offer a responsive community focused service.

The Community Library Assistant (CLA) works under the direction of the Teacher Librarian and contributes to the effective and efficient administration of the School Community Library by providing to the community, teaching staff and students a range of library/resource centre services which contribute to the provision of a public library service to the community and the achievement of educational outcomes of the students

The Community Library Assistant will:

- Assist with the day to day operation of the library
- Assist in the selection, processing and maintenance of the library materials and resources
- Assist in the presentation and promotion of the School Community Library.
- Develop and implement a range of community focused activities and services
- Participate as a member of the SA public Library network

CLAs will be required to work flexible hours, including evenings, weekends and school holidays as decided by the local Library Board of Management. They will be employed with leave conditions requiring them to work for 48 weeks of the year and for the remaining four weeks annual leave, a replacement person will be employed under the same conditions. The library may be closed for all staff to attend training and professional development in consultation with the Library Board of Management and providing adequate notice is given to the community.

CLAs should be released to attend professional development opportunities provided by Public Library Services and Public Libraries SA.

The role statement for a Community Library Assistant is provided in Appendix C.

School Services Officers

The school may also provide School Support Officer (SSO) time to School Community Libraries. The Principal in partnership with the Personnel Advisory Committee (PAC) will determine the level of SSO support required to meet the needs of the students and community. The SSO works under the direction of the Teacher Librarian and has responsibility for supporting school operations in the School Community Libraries and supports the CLA where appropriate.

Volunteers

Volunteers are a welcome addition to the library team. In many cases they support the operation of depots. The DECD policy *Volunteers Working in Educational Sites and Settings* includes information about practices when working with volunteers including engagement, recruitment, insurance, criminal history screening, induction, supervision and recognition.

Schools cover the public liability for volunteers working on their sites (this includes the School Community Libraries).

Local Government has liability insurance to cover volunteers working in libraries on Council owned property, including depots. These volunteers need to be listed on the local Council volunteer register.

2.   STAFF ALLOCATIONS

Teacher Librarians

The State Government, through DECD, is responsible for the salary and appointment of Teacher Librarians in School Community Libraries. The allocation of Teacher Librarian time is determined Principals in partnership with the Personnel Advisory Committee (PAC) are required to decide, within available resourcing and need, the allocation of Teacher Librarian time within the school. Once the library time has been decided Principals will negotiate with Teacher Librarians how this is managed in the school.

The Student Centered Funding Model includes funding for 1.0 FTE Librarian time for secondary schools. Additional supplementation is provided for primary schools with a School Community Library and less than 211 October enrolments and Area schools with a School Community Library where the sum of October estimates for primary component and double February estimates for secondary component being less than 211. Area schools use the effective enrolment (primary plus twice the secondary) while primary schools just use their October estimates.

The following table shows the supplementation provided to Primary and Area schools with a School Community Library.

Effective Enrolment Estimate	Teacher Librarian Supplementation
Less than 60	0.4
61-96	0.3
97-135	0.2
136-210	0.1

The supplementation will enable eligible primary and area schools to provide a minimum of 0.5 Teacher Librarian time as specified in the School Community Library Agreement (2007).

Larger schools that do not receive supplementation have sufficient funding included in their Student Centered Funding Model allocation to enable them to at least meet the minimum of 0.5 Teacher Librarian time. It is likely that in order to meet the library needs of both the school and the community that, in many cases, the allocation of Teacher Librarian time will be above the minimum level. This will be determined by the Principal in partnership with the PAC and in consultation with staff, based on historical levels of staffing and current needs.

The minimum of 0.5 is considered necessary to enable the teacher librarian in a school community library to effectively fulfill their library responsibilities and does not include face to face teaching time outside of that defined by clause 5.2.4 of the 2012 Enterprise Agreement (i.e. time allocated for student contact and consultation in eth library). Where the Teacher Librarian is appointed at a higher FTE, they may be allocated face to face teaching responsibilities for assigned classes in addition to their teacher librarian responsibilities.

Community Library Assistants

The State Government, through DECD, is responsible for the appointment and salary of additional support staff at the main School Community Libraries according to the following formulae:

- A base of 15 hours per week allocated to all libraries, irrespective of population numbers

- An additional allocation of 5 hours/week allocated to allow for after-hours opening times. It is up to the discretion of the individual community as to when this time will occur during the week.

The above two figures in effect amount to a base allocation of 20 hours per week for all School Community Libraries irrespective of population numbers. In addition, communities with a population in excess of 800 will be allocated one hour of School Community Library Assistant time per 150 people over the 800 figure.

The intent of the allocation of CLA hours is to ensure that there is adequate access to the library by the community in non-school hours and that the tasks generated by services to the community are adequately resourced.

The CLA has responsibility for supporting the public library operations of the School Community Libraries and for supporting the SSO where appropriate.

The allocation of CLA hours is reviewed by DECD every 3 years using a population based formula that is provided by Public Library Services. Any large changes in population figures during the 3 year period will impact on CLA hours. This was last reviewed in 2013 and resulted in a state-wide increase of approximately 30 hours. There was no change to CLA allocations for 23 School Community Libraries.

Working Hours

CLAs will be required to work flexible hours, including evenings, weekends and school vacations as decided by the Library Board of Management. They will be employed with leave conditions and will work for 48 weeks of the year and for the remaining four weeks' annual leave, a replacement person will be employed under the same conditions.

Note: Payment of penalty rates for Community Library Assistants (CLA) is made for hours worked after 6.00pm on weekdays and any weekend hours. The hours shown on the timesheet are between 8.00am and 6.00pm, indicating the range of flexi-time at normal rates.

Conditions

Because of the special employment conditions for CLA, applicants must be selected by a panel, which reflects current DECD composition and practices. For a position of more than 12 months the panel must include the Teacher-Librarian (as the teaching staff representative) and a Library Board of Management representative (possibly as an optional member). Some panel members may fill two functions. Advice regarding panel composition can be sought from the HR Consultant assigned to the school.

All CLAs are classified at least **SSO Level 2.** Information regarding classification (and the process for reclassification) can be obtained from the Human Resource section of the DECD website http://www.decd.sa.gov.au/hrstaff/pages/default/supportstaff/.

School Support Officers

The school provides School Support Officer (SSO) time to the School Community Libraries in addition to the CLA. SSOs are allocated to schools according to the Student Centered Funding Model. Their deployment is the responsibility of the principal in partnership with the Personnel Advisory Committee (PAC).

The SSO has responsibility for supporting school operations in the School Community Libraries and supports the CLA where appropriate.

The allocation of SSO hours to the library is a matter for negotiation at the local level. Hours should be allocated to adequately cater for the size and complexity of the school population.

SSO support in a school library is a specialised role, and there is an expectation that SSOs will be released to attend professional development opportunities provided by PLS and PLSA.

It is good personnel management practice to ensure that more than one SSO has the requisite training to be able to fill vacancies in the School Community Libraries.

3.   VACANCIES AND LEAVE MANAGEMENT

The Community Library Assistant is an integral part of the library and is required for the delivery of services to the general community. Principals must ensure that the position is filled at all times.

4.   TRAINING AND PROFESSIONAL DEVELOPMENT

School Community Libraries operate as part of both the DECD and public library networks and therefore can access training opportunities from both stakeholders.

Public Library Training

In order to maintain awareness of public library developments, it is expected that the Principal will give high priority to the Teacher Librarian attending the Public Libraries SA quarterly meetings,

regional meetings and other professional development activities, in addition to DECD training and development.

Teacher Librarians newly appointed to a School Community Library are encouraged to participate in the training programs offered by Public Library Services. Arrangements should be made with library support staff, and their designated "backup", to receive similar in-service training at a time suitable to the school. Where there are staff changes in School Community Libraries, new staff will be expected to undergo similar in-service training.

The local Library Board of Management should budget for an appropriate level of funding to support training and development requirements in relation to provision of a public library service.

The Teacher Librarian, Community Library Assistant and School Support Officer should undertake full training in the use of relevant ICT software and services including the state-wide Library Management System and the Public Library Services e-procurement system (known as P2), and systems that support the other services that are offered by public libraries in South Australia. The identified relieving staff should also be trained and this can be done at the local level.

School Training

Within the school the Teacher Librarian and other library staff should be given equal opportunity with other school staff for appropriate training and development. The CLA is not paid to do training and development so it is usual that this is completed during their normal working hours.

Under the DECD Training and Professional Development Support Strategy (Shortened School Year strategy), teachers receive an extra week's vacation at the end of the school year on completion of 37 ½ hours of professional development outside of school hours. It is acceptable that professional development in relation to the School Community Libraries, undertaken by the Teacher Librarian outside of school hours, be counted towards this.

For SSOs and CLAs working in School Community Libraries, participation in DECD Training and Professional Development may be negotiated with the school. The DECD website states that ancillary staff in School Community Libraries are not eligible to choose the flexible arrangement.

Opportunities for training and development for SSOs and CLAs are provided through a mandated training provider and information is available via the school. Time to participate in any training and development is a decision made by local school management. Work shadowing and visits to other libraries are also negotiated locally.

Best practice is for the school to be prepared to budget for library support staff to participate in professional development, as it is an issue of equity to exclude them.

Information is available at *http://www.decd.sa.gov.au*

SECTION 10 - OPERATIONS

Each School Community Libraries is a unique site and therefore each one will have different requirements that reflect the needs of the school and community clientele. In general, their operation should fall within the scope of this document.

1. FINANCES

Finances can be managed by the school or local government or a combination of both. At the school, separate budget lines are set up for school library budget and community library budget.

Whatever system is used, it is recommended the expenditure should be divided into categories such as that used by DECD, enabling the consistent collection and comparison of School Community Libraries data by Public Library Services and for intrastate, interstate and international comparison purposes.

Budget for Community Library

The Teacher Librarian needs to be aware of school and local government budget cycles in order to prepare submissions. It is recommended that input on budget spending priorities be sought from library staff and the Library Board of Management.

After consultation with financial stakeholders, a budget should be set up containing various categories including:

- **Resources:** Books, Videos, Music CDs, DVDs, CD Roms, magazines, newspapers, online resources
- **Operating:** Training and development, Board events, printing and stationery, postage/freight, travel, telephone, salaries, special projects, events, cleaning, maintenance, painting
- **Capital Expenses:** Replacement of computers, furniture, LMS, IT replacement
- **Salaries:** For those salaries that are paid from the Local Government contribution.

Financial reporting

Library Board of Management – ordinary meetings

- Community library budget report, including financial statement
- School library business, staffing and policies
- Statement of expenditure in categories from EDSAS Financial report or on a spreadsheet

Annual General Meeting

- Provide LBM information as required by Constitution – Appendix A
- PLS Statement of School Community Library Expenditure return, which is completed annually
- Income and Expenditure over two school calendar years to get Community Library financial year, June to July
- Copy of the EDSAS or Council Financial Report.

Public Libraries Services
- Materials Program completed annually
- Library Key performance and financial performance Indicators - Bibliostat.

2.   PLANNING

Strategic Planning

The Teacher-Librarian works with the Library Board of Management to develop a three to five year Strategic Plan.

Headings may include:

- Mission statement
- Strategic Plan
- Business Plan
- Review timeline
- Future Directions.

Annual Planning

A Business Plan is to be developed which includes priorities for the effective and efficient operation of the School Community Libraries to be approved by the Library Board of Management.

3.   LIBRARY REVIEW

It is the responsibility of the Library Board of Management to ensure that this is done from time to time. Specific aspects of operation can be reviewed as the need arises.

4.   HOURS OF OPENING

Hours of opening to the public outside of school hours will be a matter for decision by the Library Board of Management. It is recommended that School Community Libraries will be accessible to the public during normal school hours and for an additional 6 hours per week minimum at times that will ensure community accessibility to the library. During school holiday times the hours will reflect community needs and staff arrangements.

It is essential that the Board of Management seeks a local definition of the school day from the school's Governing Council. These are likely to be defined as the hours that school staff are on duty in the school. They should coincide with the hours for which the school accepts duty of care for students.

5.   ONE CARD NETWORK – SHARING LIBRARY RESOURCES

As a member of the South Australian public library network, the School Community Libraries participate in the One Card network which provides library users across South Australia with access to the 4 million items held by public libraries across the State. Access is provided through the shared library management system enabling library users to request material on demand.

All libraries participating in the One Card network agree to share the library materials purchased by the Libraries Board and the local authority. School resources are not required to be shared. School Community Libraries are expected to adhere to One Card Policies and Procedures as endorsed by the Libraries Board of South Australia and disseminated to all participating libraries. Additional information regarding the One Card network can be found at *www.libraries.sa.gov.au*.

6. **LIBRARY INFORMATION MANAGEMENT SYSTEMS (LIMS)**

DECD supports two Library Information Management Systems (**Book Mark** and **AMLIB**) and both are suitable to use within the Joint Use context.

It is recommended that the initial and ongoing cost of the library management system is shared by DECD and the Local Government Authority. Both school and community budget lines should be in place to support and develop IT services. The Library should have a capital replacement fund for the replacement of IT and software operating systems within the library as part of their budget.

7. **ICT REPLACEMENT**

The School Community Libraries budget must include ICT replacement for both school and community use. Money should be allocated from the appropriate budget lines, according to who bought the equipment.

8. **INTERNET ACCESS**

All schools have access to the Internet via a DECD network.

Public libraries provide free unfiltered access to the Internet. This is a community service, coordinated and funded by the Libraries Board of SA. PLS manages this service on behalf of the Board. This access is primarily for community use in School Community Libraries; student access is determined by each individual site.

All users must abide by the terms and conditions of internet access as authorised by the Libraries Board. Library staff should be familiar and comply with the Board's Internet Conditions of Use. Additional information is available at *www.libraries.sa.gov.au*

All School Community Libraries have access to the SA Public Library Wireless network. Library staff should be familiar with, and comply with, the Libraries Board of South Australia conditions of use of Internet access.

Wireless access is not available to students during the school day.

9. **TRANSPORT OF LIBRARY RESOURCES**

DECD school buses cannot be used for the transport of library materials. School Community Libraries also have access to the DECD courier for transport of materials to other DECD schools.

A state wide courier service is provided by Public Library Services for resources within the state wide public library network. The cost of this service is covered by a levy from State government funding towards the operation of libraries in South Australia.

10. LIBRARY SERVICES AND RESOURCES

The library is able to provide any of the following, according to the needs of the community as decided by the Library Board of Management and the Teacher Librarian.

- Internet access
- Online resources
- Wireless services
- Photocopying, laminating, computer, scanner and colour printing
- Local history material
- Materials in other languages
- Audio visual (including digital cameras) equipment
- Housebound services
- Outreach services
- Print disability collection
- Activities and programs for community members, School holiday activities

This is not intended to be an exhaustive list but a guide.

11. COLLECTION DEVELOPMENT – PUBLIC LIBRARY MATERIALS

Each Library should have a collection development policy that reflects the needs of the School Community Library. Additional information regarding collection development practises can be located on the *www.libraries.sa.gov.au* intranet.

The Teacher Librarian should ensure a broad and balanced collection that reflects the needs of the local community, including businesses and visitors. The collection should facilitate active citizenship, encourage lifelong learning and fulfill recreational pursuits.

Funding provided by the Libraries Board of South Australia is designed to enable the acquisition of materials for the general community. The intention is not to purchase resources or provide services for the school curriculum.

Selection

Materials grant money becomes available in July. Library staff distribute funds via the online budget grid, which allows selection of materials via the Public Library network consortium.

Resources are selected by each library from an aggregated selection list, which is coordinated by Public Library Services and made available online, between the 7th and the 21st of each month. Materials purchased in this way are the property of the council which manages that library and are insured by local government councils e.g. Local Government Risk Services.

Local Purchase

Currently, 30% of the Library's Materials Grant may be used for the local purchase of library resources at the discretion of the Teacher-Librarian. These monies facilitate the purchase of materials which reflect the particular needs of communities; they may be used for newspapers, periodicals, music CDs and so on. Libraries are encouraged to request additional funding from their local government for materials and resources.

Cataloguing details are available for download from P2 for all material on the Selection Lists. All items purchased from P2 arrive furnished and with downloadable catalogue records.

12. COLLECTION DEVELOPMENT – SCHOOL LIBRARY MATERIALS

The Teacher Librarian should ensure a broad and balanced collection that reflects school needs.

Selection

School library stock will be supplied and maintained as for a normal school library. Selection and access to school library material needs to reflect the principles outlined in the document *Choosing and using teaching and learning materials: Handbook for preschools and schools, Department of Education and Children's Services* 2004
http://www.decd.sa.gov.au/policy/files/links/Choose_use_booklet_FA.pdf

Cataloguing

Cataloguing records can be downloaded from the Schools Cataloguing Information Service (SCIS).

All members should have available to them a Library card number to ensure that they have access to Public Library consortia purchased online resources. DECD has negotiated an agreement which allows free use of this information.

Access

The School Principal, on the advice of the Teacher Librarian, will be responsible for determining the level of availability to the public of school materials. It is generally accepted Teacher reference materials and classroom resources are not available for loan by community members.

The Teacher-Librarian will be responsible for exercising professional discretion in issuing adult materials to students as per the procedures and policies of their school.

13. CUSTOMER SERVICE

The School Community Libraries serves students, staff and the general community. At times there will be members from all of these groups present at the same time. Students will need to be conscious of care, particularly around the elderly and babies. Also, members of the public may need to be tolerant of large groups of students.

Membership

In general, membership of a School Community Libraries is free and unrestricted, but the Library Board of Management will have the right to cancel membership if the regulations under the *Libraries Act, 1982,* are infringed.

The Libraries Act 1982 and Regulations can be found at *http://www.legislation.sa.gov.au.*

The local Library Board of Management will hold borrowers responsible for library materials that are lost or damaged.

All students are required to have a library card to ensure that they have access to the web and online resources.

Codes of Behaviour

Public libraries operate under a Code of Behaviour, which is outlined in the Libraries Board of SA Policy and Handbook. It may be necessary to seek the support of the Library Board of Management and the Principal if particular difficulties arise.

Behaviour management

Sometimes CLAs need to manage inappropriate behaviour on school property during out of school hours and holidays. Several libraries have reported instances of inappropriate or dangerous behaviour on the school property during these times.

In general, anyone can visit school property at any time and should be allowed to do so unchallenged. However, if behaviour is such that it threatens school property or the safety of staff and patrons (e.g. climbing on buildings, skateboarding over the library steps, playing cricket outside the main library door), it is a DECD OHSW issue.

The following procedures serve as a guide in the event of such occurrences:

- Discuss your concerns with your principal
- Develop a process for dealing with the issue
- Involve the police – express your concerns and ask their advice. A casual weekly visit to the library by local police can have a positive effect.

Security

Each School Community Libraries   is unique. However it is necessary to ensure a safe, secure environment for staff and visitors. Abide by OHSW Handbook, in particular the *Working in Isolation Policy*.

Duty of care

During school hours, all school staff exercise duty of care of students as part of their normal teaching role.

Day to day client attendance at the library

In most circumstances it is considered unnecessary to have School Community Libraries visitors sign in when visiting the library. However, there **may be** times and circumstances when a register of visitors/clients becomes necessary, e.g. the School Community Libraries is situated in a part of the school grounds where clients access the library through student areas, or the library and school use the same entrance.

Staff security

The issue of OHSW in relation to staff working in isolation during out of school hours and holiday opening hours should be addressed locally. Suggestions for dealing with this issue include:

- Risk assessment conducted by the school's OHSW committee
- Checking the Handbook followed by local government and, if necessary, remind them of the library's role as a council funded community service
- Using a personal security alarm/duress alarm that is monitored
- Ensuring that there is easy access to a telephone within the library
- Purchasing a cordless phone or mobile that can be kept on the library desk
- Negotiating with local government to provide funding for employment of a relief assistant so that two people (CLA and relief assistant) are on duty together during out of school hours.

Any costs relating to staff security outside of school hours are a legitimate expense of the local government.

14.   MARKETING AND PROMOTION

It is the responsibility of the Teacher-Librarian and the Library Board of Management to actively promote and market the library within the community.

Public Libraries Services facilitates marketing and promotional activities on behalf of the network, and all School Community Libraries are encouraged to participate.

15.   USE BY PRIVATE SCHOOLS AND HOME SCHOOLING

Private schools are being established in many country centres in South Australia. In some cases they have assumed free and extensive use of the local School Community Library. It is recommended that you:
- Discuss strategy with your Library Board of Management and School Principal and senior management personnel
- Plan appropriate understandings, borrowing limits and borrowing rights
- Meet with the parties seeking the services of the library to negotiate conditions
- Negotiate reasonable use on an individual basis
- Negotiate a financial contribution from the private school if needed.

16.   FRIENDS OF THE LIBRARY

Some libraries have a group of supportive borrowers interested in the promotion of the library and provision of services, such as local history and author visits. This group usually operates under its own constitution.

Information is available in the booklet *Australian Friends of Libraries* produced by the Australian Library and Information Association. This can also be found at *http://www.alia.org.au*.

17.   BOOK CLUBS

These can take a variety of forms including those run entirely by the library to those where the library plays a minor supporting role. Discussions with Book Club leaders will determine the

needs of the Club and its members. The library can then allocate relevant time and resources based on its other customer needs.

18.   INSURANCE

	DECD	Local Government	Libraries Board
Buildings	100%.	Depots on council owned property.	NA
Public liability	100%.	For volunteers working on council owned property.	NA
Resources	School book stock and share of furnishings and equipment. School PCs.	Public Library book stock and share of furnishings and equipment. Public Access PCs, hubs and modems. Library management system.	NA

Local government is responsible for the insurance of the public library materials and equipment in School Community Libraries. The Libraries Board of South Australia expects that the two thirds of public library stock is insured at the average item price available annually.

School library material is covered under the school's insurance scheme. DECD, as owner of the facilities, is responsible for all public liability insurance.

The local government authority will need to provide public liability insurance for any library services that operate from council-owned property.

19.   DEPOTS

A depot is more aptly described as a bulk loan system. It does not offer a full library service, has reduced hours of opening and may be staffed by volunteers.

The establishment of a depot must be negotiated with the local government authority as it will bear all costs of the operation of the facility – staff, cleaning, communications, administration etc., whether it is located on DECD or Council-owned property.

20.   PERMANENT CLOSURE

As the demographics of rural populations change it may be necessary to close a School Community Libraries. In the first instance DECD will provide written notice to all parties to the original agreement at least nine months before the proposed closure.

21.   WORKPLACE HEALTH AND SAFETY

The health, safety and welfare of each employee, school student and visitor to a School Community Libraries are of primary importance and rank equally with all other financial and operational considerations.

The SLC will provide a safe and healthy workplace for its employees, students, volunteers, contractors and visitors by having a planned and systematic approach to the management of workplace health and safety and injury management and rehabilitation, and providing the resources for its successful implementation.

The School Community Libraries is committed to ensuring the management of workplace health and safety in compliance with the relevant legislation, in particular:

- Occupational Health, Safety & Welfare Act 1986
- Workers' Rehabilitation and Compensation Act 1986
- Occupational Health, Safety and Welfare Regulations 1995
- Approved Codes of Practice
- AS/NZS 4360:2004: Risk Management

21.   FIRE RATINGS

As DECD employees, library staff are required to follow all fire warnings as directed by the Principal.

22.   EQUAL OPPORTUNITY

The purpose of the *Equal Opportunity Act 1984* (SA) is to promote equality of opportunity for all South Australians. It aims to prevent discrimination against people and to give them a fair chance to take part in economic and community life. South Australian law changed on the 2nd of October, 2009. Changes include new grounds of discrimination such as caring responsibilities, identity of spouse or partner and religious dress at work or in school. It also expands disability discrimination to include all kinds of disabilities, and it covers discrimination against customers because they are accompanied by a child or are breast-feeding or bottle-feeding a child. The new laws that began on the 2nd of October, 2009, apply to events that happen on or after that date. The old laws continue to apply to events that happened before then.

http://legislation.sa.gov.au/LZ/C/A/EQUAL%20OPPORTUNITY%20ACT%201984/CURRENT/1984.95.UN.PDFlaw about sexuality discrimination

SECTION 11 - POLICIES

A School Community Libraries Policy and Procedures manual, ratified by library staff, School Principal and the Board of Management and presented to the local government authority should be maintained. By using the relevant Public Library Services and DECD documents each library should be able to develop policies that reflect their unique sites and situations and also indicate the joint use nature of the facility.

A copy is available on www.libraries.sa.gov.au intranet.

1.   DEFINITIONS
Policies and procedures are quite different types of documentation.

A **Policy** outlines a definite course of action to be adopted and pursued as expedient, i.e. the rules. Policy is the document that outlines your purpose and also provides support in case of challenge.

Procedures embody the act or manner of proceeding in any action or process, i.e. the way you work to support the policy.

2.   POLICIES – SCHOOL
A school community library should have the following policies:

Audio visual equipment	Conditions for use of, hire
Borrowers	Registration, loan limits, restrictions regarding access to adult materials
Collection development	Including selection, weeding, growth areas
Collection management	Including cataloguing, access to information, challenged materials
Grievance procedures	including how to handle student access to adult material and inappropriate donations
Information literacy	including information literacy skills, plagiarism
Internet conditions of use	including use of email, privacy, netiquette, use of public access machines by school staff and students
Overdue material	procedures for recalling overdue, fines

SA Joint Use Libraries
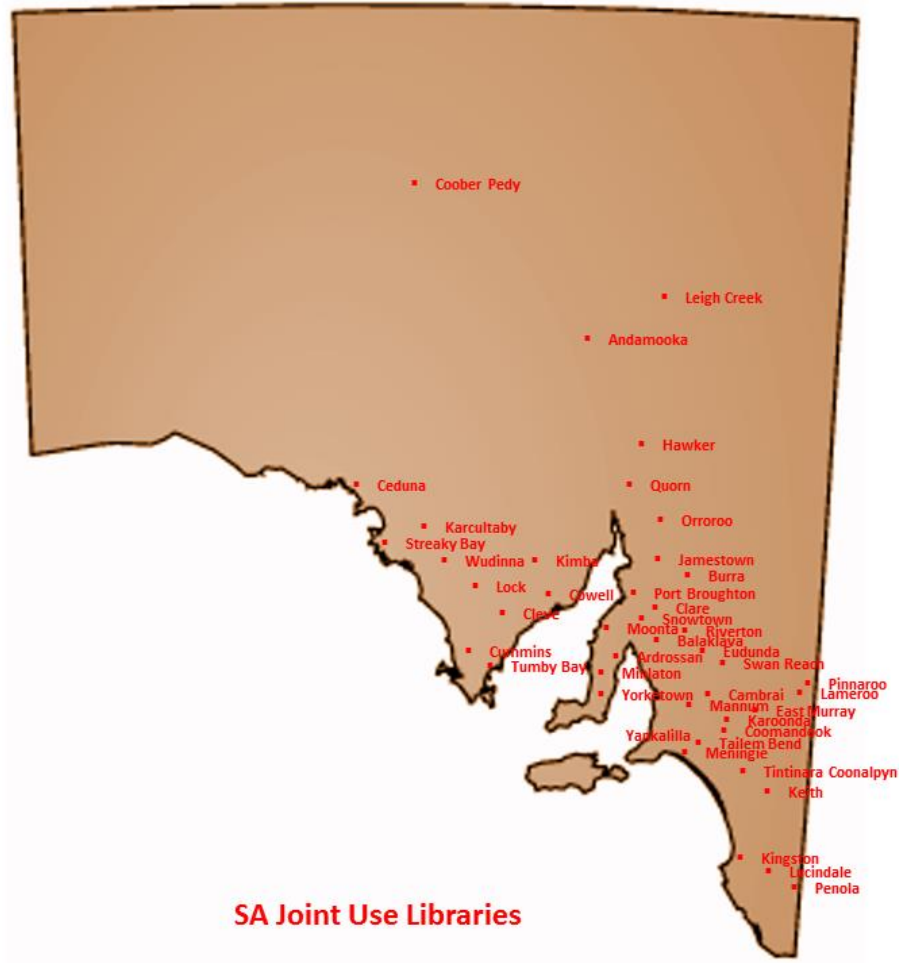
For further information see *Learning for the Future 2ⁿᵈ edition*, published through the Curriculum Corporation.

3.   POLICIES – PUBLIC LIBRARIES

The current policy document for public libraries is Libraries Board of South Australia – standards and Handbook is available on www.libraries.sa.gov.au

- **ISSUES RESOLUTION AND GRIEVANCE PROCEDURES**

To resolve issues or concerns that relate to the operation of the School Community Libraries the following process is recommended.

An issue resolution process is described below:

Step	Action taken	Date

Check School Community Libraries Guideline's		
Check DECD Administration Instruction Handbook (AIGs)		
Line Manager		
Principal		
Personnel Advisory Committee (PAC)		
Library Board of Management		
District Superintendent		

Having worked through the steps of the issue resolution process, if a matter remains unresolved then it may be brought to Joint Use Libraries Committee (JULC). The Committee will also consider significant operational or agreement concerns and network issues.

Within each school there will be a Grievance Policy/Procedure to address specific grievances which are usually interpersonal in nature. Library staff will be able to utilise these should the need arise.

The school will also have Behaviour Management Policies to enable library staff to deal effectively with issues which may arise with students.

Grievances about materials are dealt with in the Selection and Access policy for grievances about materials held in the School Community Libraries.

In addressing a grievance, it is essential that all steps must be followed and documented. Documentation is essential, so use a pro-forma in order to have a record of all comments for future reference.

4. **DISPUTE RESOLUTION**
- In the event of an unresolved issue at a Library Board of Management meeting, the Chairperson will determine an appropriate course of action which may include identifying responsibility e.g. staffing is the primary responsibility of DECD with specific legal requirements under the Education Act
- If an issue needs resolving urgently, the chairperson will nominate a delegate to contact DECD Director School & District Operations or Associate Director PLS for information or advice.
- The chairperson will negotiate with the members concerned about the issue in question before the next Library Board of Management meeting.
- All members will undertake research and consultation with their nominating bodies and report back to the next meeting.
- Further action on the issue will depend on the nature of the issue and which partner in the agreement has major responsibility.
- If the issue is deemed too difficult to resolve at the local level the chairperson needs to contact the District Superintendent DECD and then Joint Use Libraries Committee.

SECTION 12 – APPENDICES

APPENDIX A – LOCAL BOARD OF MANAGEMENT CONSTITUTION
EXAMPLE ONLY

1. **Name**

   1.1. The name of the Management Board will be the ……………… School Community Library Board of Management.

2. **Aims of the ……………… School Community Library**

   2.1. To provide a free public library service to the community jointly with a library service to students and staff of the school.

   2.2. To promote the use of the library services and the facilities through advertising and assessment of public response.

   2.3. To develop library programs for such community/groups not ordinarily served by the school library. For example community members, the aged, disabled, pre-school children, indigenous people and people of non-English speaking background.

3. **Local Board Management of the School Community Library**

   3.1. The Local Board of Management (herein after called the Board) shall consist of a maximum of … members, with a maximum of … positions to be filled by the School Community, and a maximum of … positions to be filled by the Local Council of ……………..

   3.2. The Board shall be comprised of the following:

   - School Principal or nominee
   - Teacher Librarian
   - Maximum of ….. positions which can be filled by one or more representatives from the School Community
   - Maximum of ….. nominees from the Local Council
   - Other representatives as deemed necessary in the local context, e.g. depot or branch, students, other schools

   3.3. The board will elect its own chairperson, secretary and treasurer at the Annual General Meeting to be held …………………………..

3.4. Members of the Board shall serve for a term of …………….. with the right to re-election at the end of that term.

3.5. The Local Council will nominate their own representatives, one of whom, if possible, is to be an elected member of council. The School Governing Council will nominate their representatives.

3.6. Except for the Teacher Librarian, no member of the library staff may become a board member. They may attend meetings as observers.

3.7. Observers are welcome to attend meetings but have no voting rights.

3.8. In the event of a position becoming vacant before the end of the term, the position will be filled by a nominee from the appropriate body.

3.9. In the event that a member does not attend for three (3) consecutive meetings, the Board has the authority to request that a new member is to be nominated by the group represented by the person.

3.10. In the event that a member is unable to attend a meeting of the Local Board of Management, a proxy representative (with full voting powers) will be allowed.

4. **Role and Responsibilities of the Board**

4.1. To be responsible for policy decisions and overall planning.

4.2. To develop, maintain and monitor a strategic plan, which reflects the relevant priorities of the Local Government Authority and the school.

4.3. To determine the library needs of the community and take appropriate action.

4.4. To determine the range and the degree of services provided by the library.

4.5. To determine the hours of opening to the public, subject to the staffing of the library and the Handbook for out of school hours use.

4.6. To arrange for distribution of library material and authorise any distribution points/link libraries deemed necessary.

4.7. To recommend to the School Governing Council and Local Council any alterations or extensions to the library deemed necessary.

4.8. To recommend to the Local Council any additional voluntary or locally paid staff at the library or distribution points.

4.9. To monitor the staffing requirements for the library and make recommendations for additional staff to DECD through the Principal.

4.10. To evaluate the service given by the school community library and seek to undertake any improvements necessary.

4.11. To annually review the operation of the school community library and to recommend changes aimed at improving the quality of the service to the community.

4.12. To liaise with DECD, the Joint Use Libraries Association and the Local Government Association through the Local Council and Public Library Services.

4.13. To ensure that the income and assets of the Board shall be applied exclusively in the promotion of its aims and responsibilities and no portion thereof shall be paid or applied to the members (except by way of bona fide remuneration for services actually rendered to the Board or by way of reimbursement for authorised expenses incurred on its behalf).

4.14. To provide the Local Council with any financial reports and statements as required.

4.15. To be represented on the interviewing panel for the employment of the Community Library Assistant.

4.16. To receive an annual report from the Teacher/Librarian, which shall be presented to the Local Council and School Governing Council as required.

4.17. To provide statistical and financial reports to the Libraries Board through Public Library Services and JULA (the Joint Use Libraries Association).

4.18. To deal with complaints from the community of these cannot be resolved by the Teacher Librarian.

5. **Meetings of the Board**

5.1 Meetings will be called by the chairperson/secretary at least once per school term as close as possible after the JULA/Public Libraries SA quarterly meeting. In the event of no meeting taking place a copy of the Teacher Librarian's report will be sent to the Board members.

5.2 Members of the Board will be advised of the date by the secretary at least seven (7) days before the meeting.

5.3 A quorum for a meeting of the Board will be at least half of the normal number of members plus one with the required ratio of school and local council representatives.

5.4 The Annual General Meeting of the Local Board of Management will be the first meeting after the financial year ending June 30th.

5.5 At least fourteen (14) days' notice will be given prior to an Annual General Meeting.

6. **Meeting procedure of the Board**

The Board will adopt relevant Standing Orders. "Meetings made easy" produced by Rostrum is recommended reading.

6.1 Minutes will be kept by the secretary as a record of the proceedings of meetings and will be signed as such by the chairperson at the next meeting.

6.2 Members of the Board will be sent an agenda and minutes of the previous meeting at least seven (7) days before the meeting. OHS&W will be the first item on the agenda at every meeting. Major discussion items need to be put on the agenda before it goes out to members.

6.3 All members of the Board are required to be registered borrowers of the Library, and community representatives/Council nominees are required to be residents of the district covered by the library.

6.4 In the absence of the office bearers, the Board shall nominate a temporary chairperson and minute taker for that meeting from members present.

6.5 Proper financial records relating to the financial transactions of the Board will be kept and a financial statement presented at each meeting of the Board.

6.6 The chairperson has the right to indicate that a meeting or part thereof needs to be a closed session for Board members only.

6.7 Meetings will be advertised through appropriate newsletters and the local media.

6.8 A copy of the minutes and any reports will be sent to the Chief Executive Officer of the Local Council if required.

6.9 That a motion to Amend the Board of Management Constitution may be made at any meeting, provided that at least seven (7) days' notice of the proposed motion of Amendment is given in writing to all Board Members. A quorum must be present to pass the proposed Amendment.

6.10 The Board shall be dissolved if a resolution to this effect is carried by a three-fifths (3/5) majority at a general meeting, after fourteen (14) days' notice having been given to all members. In the event of dissolution, all relevant assets and records will be transferred to the Libraries Board of SA.

7. **Dispute resolution**

In the event of an unresolved issue at a Board meeting the chairperson will determine which partner in the agreement is primarily responsible for the issue, e.g. staffing is the primary responsibility of DECD with specific legal requirements under the Education Act.

7.1   The chairperson will negotiate with the Board members concerned about the issue in question before the next Local Board of Management meeting.

7.2   All Board members will undertake research and consultation with their nominating bodies and report back to the next meeting.

7.3   Further action on the issue will depend on the nature of the issue and which partner in the agreement has major responsibility for the issue.

7.4   If the issue is deemed too difficult to resolve at the local level the chairperson of the Board needs to contact the Joint Use Libraries Committee.

8. Closure

8.1   In the event of it being necessary to consider the closing of the School Community Library, written notice must be given to all parties to the original agreement at least nine (9) months before the proposed closure.

8.2   In the event of it being necessary to consider the proposed closing of a Link Library, written notice must be given to all parties of the original agreement involved in its formation at least six (6) months before the proposed closure.

8.3   In the event of closure:
- All records of the Board will be forwarded to the Libraries Board of South Australia along with any unspent Libraries Board money and all Libraries Board stock.
- All school stock/equipment will be retained by the school.
- Any stock/equipment purchased with funds provided by the Local Council and any unspent operating budget will be forwarded to the Local Council.

SIGNATURES

……………………………………….Chairman of the ……………………..Library

Board of Management

……………………………………..Teacher Librarian

DATE………………………….

APPENDIX B – TEACHER LIBRARIANS

School Community Library - Teacher Librarian Role Statement

ALL TEACHERS ARE ACCOUNTABLE TO THE PRINCIPAL FOR:

1. Being actively concerned with the welfare and development of the students in their care.
2. Participating in the formulation and implementation of school policies, including policies on curriculum provision.
3. Organising and delivering appropriate teaching programs, learning processes and resources.
4. Assessing and recording student progress and reporting to appropriate audiences as required.
5. Regularly reviewing teaching and learning programs to ensure that opportunities are provided for individual students to reach their full potential.
6. Regularly participating in staff meetings and other activities in order to update skills and knowledge.
7. Actively promoting positive working relationships with students, staff, and parents.
8. Actively assisting the Principal in the general management of the school as may be required.

THEREFORE, IT IS EXPECTED THAT ALL SCHOOL COMMUNITY LIBRARY TEACHER LIBARIANS WILL:

1. Establish and maintain a social and educational environment for students in their care and the local community, which is safe, favourable to learning, and to acceptable forms of behaviour.
2. Exercise a proper duty of care.
3. Take into account the differences between students and members of the local community, which may involve the following factors: cultural, linguistic, social and economic backgrounds, and age, gender, abilities and location.
4. Manage the collection of resources in response to school and local community needs and ensure that these resources are readily available to the school and community.
5. Introduce and utilise the school and local community to new and emerging information technologies and support them in utilising these technologies.
6. Direct the work of the Community Library Assistant and the School Support Officer.
7. Promote, teach and utilize information literacy and provide documented evidence of planned learning and teaching programs.
8. Establish monitoring and review strategies to ascertain whether or not objectives are being met.

9. Provide for resource and information service needs of staff, students, local community and community organisations.

10. Assess and report on all aspects of any student's social, emotional, physical, behavioural and intellectual development.

11. Report to the Principal for the management of school aspects of the library and the Library Board of Management for community aspects of the management of the library.

12. Act on the recommendations of the Library Board of Management

13. Work constructively with and report to the Public Library Services, local government authority and school's governing council.

14. Participate in state-wide Public Libraries network.

15. Promote the SCL and the activities of the local government authority to the local community.

Statements, standards and guidelines are contained in the following documents:
- AITSL Australian Professional Standards for Teachers: http://www.aitsl.edu.au/australian-professional-standards-for-teachers
- Handbook for School Community Libraries in Rural Areas of South Australia

Site specific job and person specifications provide local detail.

APPENDIX C – COMMUNITY LIBRARY ASSISTANTS & SCHOOL SERVICES OFFICERS

Community Library Assistant - Role Statement

ALL COMMUNITY LIBRARY ASSISTANTS ARE ACCOUNTABLE TO THE SCHOOL PRINCIPAL FOR:

1. Providing to teaching staff, students and the community a range of library/resource centre services which contributes to the achievement of educational outcomes of students and the provision of a public library service to the community.

2. Contributing to the care of all students in accordance with school discipline and mandatory notification policies and assist in the general wellbeing and safety of students by monitoring student behaviour and taking appropriate action, including reporting matters to the principal or teacher, as required.

3. Contributing to a safe, healthy working environment through compliance with relevant OHS&W and equal opportunity legislation.

4. Participate in a performance management process as part of ongoing professional development.

THEREFORE, IT IS EXPECTED THAT ALL COMMUNITY LIBRARY ASSISTANTS WILL:

1. Contribute to the effective and efficient operation of the School Community Library by providing support and assistance to the Teacher Librarian on a range of library operating functions, including:
   - assisting with the preparation of the budget submission
   - receiving deliveries, sorting materials and data entry
   - assisting in the annual stock-take
   - issuing and discharging loans (books and other equipment)
   - shelving books
   - customer service
   - monitoring student behaviour and assisting in maintaining student discipline
   - recording of programs, as required
   - setting up of audio-visual equipment
   - setting up of displays appropriate to community matters or curriculum topics.

2. Enable the wider community to have access to public library facilities and services by providing (in accordance with established standard operating procedures) the Community Library component of the School Community Library, including:

   - assessing and determining the eligibility of new borrowers for registration
   - providing assistance and guidance to members
   - taking appropriate action in regard maintaining a safe working environment and security of assets
   - liaising with other libraries
   - collecting and providing required usage statistics to Local Council, the School and Public Library Services
   - assisting with the selecting and purchasing the Community Library resources

- utilising the full range of applications provided by Public Library network systems and applications
- ensuring the processing, recording, security, control, stock-taking and management of Community Library resources
- coordinating and organising Inter library Loans
- assist with outreach services
- re-covering books, renewing bindings, repairing spines and performing other repair work
- running a voluntary school holidays library program on behalf of the Local Council, if required
- assist with events and programs within and outside school hours, if required.

3. The Community Library Assistant is expected to provide the Community Library service to the public without the presence of the Teacher Librarian, for extended periods of time. During these periods the library operates in accordance with standard operating procedures established by the Teacher Librarian.

4. The Community Library operates to a different timetable to that of the school's library and therefore Community Library Assistants are expected to work after school hours including weekend and school holidays.

Statements, standards and guidelines are contained in the following documents:
- Handbook for School Community Libraries in Rural Areas of South Australia
- Site-specific job and person specifications provide local detail.

APPENDIX D - VACANCY AND LEAVE MANAGEMENT

1.   Responsibilities for filling CLA and SSO (Library) vacancies

DECD as the employing authority is responsible for the filling of vacancies in School Community Libraries in accordance with departmental procedures. The Principal is able to give advice and guidance on these procedures.

All vacancies must be filled in accordance with the DECD Policy and Selection of Ancillary Staff in Schools and Preschools and the accompanying Procedures. These are available on Human Resources section of the DECD website.

The Local Government Authority may employ additional staff.

Under the Education Act, school governing councils are empowered to directly employ staff on behalf of the Library Board of Management.

2.   Temporary Vacancies

The position of Community Library Assistant (CLA) is essential to the operation of a School Community Library. It is recommended that School Community Libraries ensure that **at least** one other SSO in the school has knowledge of the specific skills of the CLA.

At times when the CLA is on leave Principals have two options to fill the vacancy:

1)   If possible, an SSO should be re-deployed to cover the CLA role for the duration of the leave. The school is expected to deploy staff to cover the balance of hours if necessary; or

2)   Absences due to recreation and/or long service leave can be fully replaced, in accordance with DECD policies and procedures. Similar to replacement arrangements for other non-teaching staff, CLAs are not automatically replaced when absent on other forms of leave (e.g. sick leave, special leave). Prior approval must be given for each absence and requests are considered by your Human Resource Consultant on the basis of a number of factors including:

- Hours per week of the absent SCHOOL COMMUNITY LIBRARIES A/SSO

- Length of absence, and

- Ability of the school to cover the absence by the deployment of other staff.

3.   Short Term Emergency Vacancies (CLA or SSO)

There is no set period of absence for sick leave before a request for approval to replace can be put to the Director of Human Resources. Short-term periods are unlikely to be approved, but if a school requests that the Community Library component of the employee's duties be replaced for a prolonged absence it will be considered. Schools are expected to redeploy internally to cover any short-term paid absences, with the exception of very small schools. Each case is considered on its merits.

In all leave matters, first check with the Principal of your school. Local conditions may facilitate staff replacement via school management processes.

APPENDIX E - RESPONSIBILITIES SUMMARY

	DECD	Local Government	Libraries Board of SA	Handbook Section
Board of Management composition	Must include: ▪ School Principal or nominee ▪ representatives of the school community ▪ Library Manager attends (ex officio)	Must include: ▪ CEO of Council or nominee ▪ Other members are drawn from the local community	No formal representation on local Boards of Management. PLS attends as requested.	9
Building	70% under School Asset Management Plan	30% for renovations, extensions, new buildings. 100 % for depots		0
Building maintenance	100%	100 % for depots		
Damage or destruction of building	Responsible to rebuild at least to former state. DECD Insurance	Responsible for any Council owned property used in depots.		
Division of assets	In the event of dissolution, the Board of Management decides on the division of assets, where possible, based on which party paid for the items.			6 See Appendices
Furnishings	By negotiation, based on the principle of equal sharing between DECD and local government, except where items are primarily used by one group.			
Insurance Public Liability	Responsible for all claims that occur on DECD owned property.	Responsible for all claims that occur on local government property	N/A	15
Building	DECD responsibility.	Depots only.		

	DECD	Local Government	Libraries Board of SA	Handbook Section
Resources	Responsible for stock identified as school resources including book , audio visual stock and other resources (including audio visual and digital equipment, PCs and Library Catalogue.)	Responsible for stock identified as public library resources (including audio visual, digital equipment, Public Access PCs purchased with library board funding). ?		
Furnishings and computer equipment	By negotiation, but based on equal sharing between DECD and local government, except where items are primarily used by one group.			
Branches and depots	School Community Libraries staff provides management oversight.	Meet all costs for staff, administration, utilities, cleaning, etc.	Resources purchased with Materials Grant.	
Reporting Finances	Summary of expenditure to be provided at each Board meeting. Proposed annual budget and summary of year's expenditure to be presented at AGM.	At each Board of Management meeting and at other times as required.	Annually through *Statement of School Community Libraries expenditure* by 30th November	1 0
General Report by Teacher-Librarian	At each meeting of the Board of Management. To Governing Council annually At other times as required.	At each meeting of the Board of Management. To Local Council annually At other times as required.		

	DECD	Local Government	Libraries Board of SA	Handbook Section
Staffing	Teacher-Librarian at 0.5 FTE or more CLA as per the allocation. SSO hours as determined by individual schools.	Additional CLA hours as required to support out of school hours service and special projects.	n/a	0
Information Communication and Technology	By negotiation, but based on equal sharing between DECD and local government, except where items are primarily used by one group.	By negotiation, but based on equal sharing between DECD and local government, except where items are primarily used by one group.	Public internet access, wireless, P2 network is provided.	6 0 0
Library Management System	To be advised	Based on equal sharing between DECD and local government.		
Utilities and cleaning	DECD	Local government may contribute during school holidays. Responsible for all costs relating to depots.		

APPENDIX F - SUMMARY OF FUNDING RESPONSIBILITIES

In line with existing practices the following is provided as a ready reference guide:

	DECD	Local Government	Libraries Board
Operating			
Administration	School budget.	Operating Grant, as per formula, and additional contributions as negotiated. Depot costs.	Determines formula to be based on population figures to be used for Council contribution, and Libraries Board of SA grants.
Facilities			
Buildings: under construction or existing	70% under School Asset Management Plan.	A minimum of 30% can be negotiated for renovations, extensions, new buildings 100% depot	Not applicable
Building Maintenance	100%	100% depot	NA
Damage or Destruction of building	Rebuild at least to former state.	Replacement of Public Library book stock.	NA
Utilities and cleaning	100% for School Community Libraries Community Libraries CL on DECD property.	100% for depot on Council property. By negotiation, for depot on DECD property. May contribute to costs at the school during school holiday times	NA

Resources			
Books – print and digital CDs DVDs Online resources Internet access Periodicals Audio visuals Community Languages	School Resources.	Operating Grant according to the Libraries Board of SA formula. Community Information Grant according to the Libraries Board of SA formula, which is to be matched by local council. Additional contributions as negotiated, to meet community needs.	Materials Grant via PLS determined annually. Community Information Grant.
Services (e.g. photocopying)	Board of Management decision based on who supplies and uses the equipment and service.	Board of Management decision based on who supplies and uses the equipment and service.	

APPENDIX G – PROFESSIONAL ASSOCIATIONS

Australian Library and Information Association (ALIA)

Role

The Australian Library and Information Association (ALIA) is the professional organisation for the Australian Library and information services sector. It seeks to empower the profession through the development, promotion and delivery of quality library and information services to the nation, through leadership, advocacy and mutual professional support.

ALIA is governed by a constitution and guided by a vision, mission, objects and values. Policy statements are developed by the elected Board of Directors and implemented by ALIA staff based in Canberra and in every state and territory.

Membership

Membership is open to professionals, non-professionals, individuals and organisations. ALIA welcomes anyone with an interest in libraries and information management.

Professional membership is available to those recognised as eligible, through further education.

Objects

- To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy;

- To promote and improve the services provided by all kinds of library and information agencies;

- To ensure the high standard of personnel engaged in information provision and foster their professional interests and aspirations;

- To represent the interests of members to governments, other organisations and the community; and

- To encourage people to contribute to the improvement of library and information services through support and membership of the association.

Contact

Phone: 02 6215 8222 (ALIA National Office)
Free call Number: 1800 020 071 (Members only)
Fax: 02 6282 2249

Australian School Library Association (ASLA)

Role

The [Australian School Library Association Inc. (ASLA)](#) is a national authority, a peak forum in the field of teacher librarianship and school library resource services.

Its aim is to maximise opportunities for students to obtain independent lifelong learning and decision making skills through ASLA's commitment to:

- High professional standards
- Awareness of advances and changes in technology and the competence and ability to teach and use it
- Effective, cooperative use of school resource services by the whole school community
- Qualified teacher librarians with an image of excellence
- Optimum use of the dual skills of teaching and librarianship

Membership

The Australian School Library Association (ASLA) is a federation of State and Territory Associations

It is administered by a council comprised of representatives from each member association. Membership is available through the relevant state associations, each of which is an independent body with its own administration, and direct membership in a State/Territory that does not have a member association membership status.

Each association organises an ongoing program of professional development and leadership training and produces a newsletter and other support material for its members. ASLA conducts a biennial conference. Several policy statements relevant to school libraries are available from the website.

ACCESS is the professional journal of ASLA.

Responsibilities

The Association is a non-profit organisation for the promotion of school libraries and teacher librarianship in Australia. The objects of the Association are:

(a)   to promote an understanding of the aims, needs and educational significance of school library resource services and teacher librarianship;

(b)   to establish, review and maintain national standards and guidelines for school library resource services;

(c)   to be a national authority in the field of school library resource services and teacher librarianship;

(d)   to promote research in the field of school library resource services and teacher librarianship nationwide;

(e)   to develop, write and publish materials which will promote the development of school library resource services and teacher librarianship;

(f)   to promote continuing professional development for teacher librarians and school library staff nationwide;

(g)   to co-operate and liaise with other associations and bodies with similar aims and fields of interest;

(h)   to foster and maintain awareness of Government bodies of the needs and educational significance of school library resource services and to advise those bodies on all matters concerning school library resource services and teacher librarianship; and

(i)   to seek grants and raise money by any other means the Association thinks fit and to apply those funds to achieve the Objects of the Association.

Contact

> Australian School Library Association Inc.
> PO Box 155
> ZILLMERE Queensland 4034
> **Phone**: 07 3633 0510
> **Fax**:   07 3633 0570

School Library Association of South Australia (SLASA)

Role

The School Library Association of South Australia (SLASA) represents and supports the interests of school library personnel across all education sectors in South Australia through advocacy, professional development and communication.

Membership

Membership fees include membership of SLASA, membership of ASLA and receipt of the online *SLASA News* and the (online) ASLA journal *ACCESS.* Members will be automatically subscribed to **slasanet,** the online discussion list for school library staff in South Australia. Members also have access to the SLASA library of professional resources.

School/institutional membership entitles staff from the school to attend PD sessions, including conferences, at member rates. Details are available on the SLASA website at www.slasa.asn.au

Responsibilities

Advocacy

- to advocate the critical role of school libraries and teacher librarians in reading, teaching and learning in South Australia
- to improve the professional standing, working conditions and qualifications for all staff involved with school libraries

Professional Development

To promote and strengthen the professional standing, working conditions and qualifications of teacher librarians via:

- the organisation of conferences, seminars and other PD activities
- providing a forum for professional discussion and growth
- liaison with tertiary institutions and the encouragement of research in the field of teacher librarianship

Communication

- to make public comment on matters relating to school libraries/resource centres and resources
- to publish material that promotes the development of school library and information services and teacher librarianship
- to promote cooperation between, and undertake liaison with, other institutions and bodies with similar aims and interests

Contact

Secretary
PO Box 2093
Kent Town SA 5071

Telephone   08 8360 6111
Fax   08 8360 6112
Email: sasla@cosla.asn.au
Website: http://www/cosla.asn.au/sasla.html

APPENDIX H – REFERENCES

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GLOSSARY

Term	Meaning in SCHOOL COMMUNITY LIBRARIES context
AEU	Australian Education Union
ALIA	Australian Library and Information Association
ASLA	Australian School Library Association
Board of Management	Library's representative committee which oversees the operation of the School Community Libraries
CLA	Community Library Assistant
Community Languages	Community resources and materials for CALD community members (formerly LOTE)
Council	Local government authority which hosts the School Community Libraries
DECD	Department of Education and Children's Services
Depot	Secondary site offering minimal library services
Duty of care	The duty of care Teacher Librarians have towards students
EDSAS	Education Department School Accounting System
Ex Officio	An **ex officio member** is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office ex officio members will abstain from voting
Executive Officer	An **executive officer** is generally a person responsible for running an organization, although the exact nature of the role varies depending on the organization
Governing Council	Body responsible for overseeing all operations carried out on the school site
IASL	International Association of School Librarianship
ILL	Inter Library Loans: Usually refers to loans between public libraries within the SA network
JULA	Joint Use Libraries Association
JULC	Joint Use Libraries Committee
LGA	Local Government Association (SA)
Libraries Act 1982	Act relating to operation of Public Libraries in SA
Libraries Board of SA	Representative committee responsible for many aspects of public libraries in the state including funding
Library Board of Management	As for Board of Management above
Local government	Local government authority which hosts the SCHOOL COMMUNITY LIBRARIES
OHSW	Occupational Health Safety and Welfare

Term	Meaning in SCHOOL COMMUNITY LIBRARIES context
Out of School Hours	Hours library is open to public before 8:30am and after4pm
P2	Software delivering ILL and selections
PLAIN	Public Libraries Automated Information Network, upgraded to P2.
PLS	Public Library Services – State Library of South Australia a business unit of Department of the Premier and Cabinet (formerly PLAIN Central Services)
PLSA	Public Libraries (South Australia) Incorporated. A professional association for public library managers.
Print Disability	Resources for people who have difficulty with the printed word
Quarterly	Quarterly meeting of Public Libraries SA
School Community Libraries	School Community Library
SLASA	School Library Association of South Australia
SLSA	State Library of South Australia
SSO	School Services Officer