



### **Bonython Brief: How will the library work at Bonython in 2020?**

In 2020, the library has been relocated to the Murrumbidgee building. All staff members and students still have access to the library spaces and resources. The library is a shared space that all staff members and students have responsibility for. Library spaces can be booked using the BPS bookings sheet by following the

link below:

<https://docs.google.com/spreadsheets/d/1u6Pj8AlgPu6pUbKn1vK64u5kGb0P83DSgzUN-v-OzSU/edit#gid=0>

### **Where are resources located across the school?**

The following list details where resources can be found across the school:

- Junior Fiction - Murrumbidgee library space
- Senior Fiction - Murrumbidgee library space
- Japanese resources - Right hand cupboard in Murrumbidgee library space
- Non-fiction - Murrumbidgee library space
- Teacher resources - Alcove outside the Meeting Room in the admin building
- Guided Reading sets - Cupboards in Namadgi unit resource area
- Cooperative Reading sets - Near the cupboards in Namadgi unit resource area
- Big Books (Fiction and Non-fiction) - Cupboard in Namadgi unit resource area
- Numeracy Big Books - Maths Storeroom

### **What do I need to know to use the space?**

The Murrumbidgee library space can be booked using the BPS booking document.

It has a borrowing folder, scanner and computer set-up for students to borrow.

Teachers are responsible for monitoring the borrowing process and ensuring that books are borrowed and returned correctly.

The space has a returns box for books to be returned to. Books will be shelved by members of the library team.

Please use the side access doors to the spaces to limit the disruption to other classes in and Murrumbidgee.

Books can be borrowed from the Teacher resource section using the scanner that is set up there.

### **Who is responsible for the library space?**

All teachers are responsible for the spaces when they are being used and for ensuring that students are being self-managers when accessing the spaces. A team of staff members have allocated jobs for the library spaces.

### **Process for purchasing and ordering books for the library**

1. Staff member to fill out purchase order form for requested or suggested books
2. Staff member to bring to Marissa
3. Marissa to take purchase order to Greg to sign if approved
4. Purchase order to be given to Sharyn
5. Books arrive and are stored in Sharyn's office
6. On a Thursday middle session, books are picked up from Sharyn's office and accessioned by Di
7. Books are passed on to the covering team
8. Books are returned to the appropriate library space ready for borrowing

\*\*If books are purchased with approval for reimbursement, this process still needs to be followed from Step 5 above.

### **LIBRARY TEAM**

Executive contact person - Marissa

Accessioning books - Di (Once per week on a Thursday middle session)

Library admin (overdues, Oliver admin) - Di & Jude

Shelving - Di, LSA's

Covering books - Volunteers, LSA's