



## Woodcroft College Middle and Senior School Library

**Open Monday to Friday 8.00 am to 4.30 pm, including at recess and lunch.**

The library aims to support the educational, personal and social development of students. It achieves this through the careful selection of resources to meet these needs in line with the Australian Curriculum, SACE and IB. It also offers ongoing support and instruction in the information literacy skills that students require to make best use of these resources.

### Facilities and Resources

The Middle and Senior School Library has two large separate areas available for class bookings, both with presentation facilities. Students may visit the library individually or in small groups with their teacher's permission. Students should sign in on arrival during lesson times if they are not accompanied by a teacher. Students also need to sign in if using the library after school and sign out when they leave. There is a separate Junior School Library, and resources may be borrowed or reserved from either branch library as our resources are shared.

We have an extensive and relevant collection of fiction, non fiction and reference resources, AV materials, journals, a growing eBook and audio book collection and other online resource materials. Students need to add the core library apps (**Library Link / Wheelers ePlatform**) to any personal electronic devices intended for school use, as this will allow them to explore the library catalogue and eBook collection from home.

The library also provides access to computers, photocopiers/printers (which require the student ID card to login and collect printing), cameras and other equipment. All personal laptops and other devices should be 'charged' for use, as plug point access in the library is restricted for safety reasons. We do have a few PowerBanks for recharging iPads, which are available to borrow for the occasional oversight – however use is restricted and frequent borrowers will be referred to Heads of Year to address any issues students may be having with ensuring that their iPad is fully charged before coming to school.

### Finding Resources

Students and staff can use the library automated system, **OLIVER**, via the College learning management system - CANVAS or the Library Link app, to search for resources. These can be accessed both at school and home. Students will need to use their borrower ID number (the barcode on their student ID) as their 'username' to login. The password field remains blank. Logging in will allow students to check their own loan records, save searches and to reserve items as needed.

At school, Library staff are available to assist and direct library users in their search for information and resources.

### Borrowing Resources

All students are given a library barcode for the front of their student diaries. This number is the same as on their student ID card number. Students must present one of these whenever resources are to be borrowed. Students are generally allowed up to five items on loan in addition to any compulsory class set loans. The quantity of items allowed at one time increases with need in the senior years. A standard loan is two weeks.

Some class set resources are borrowed from the library. Class set loan periods are determined by the teacher booking the set. The teacher will bring students to the library when it is time to borrow these resources. Students must have their Borrower's ID with them. Students are required to write their name on a label inside the book to make identification of their resource easy for them. They are responsible for the actual copy that they borrow and need to ensure that they return their own copy at the end of the loan period.

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**An Independent Coeducational Anglican R-12 School**

PO Box 48, Morphett Vale South Australia 5162 T: +61 8 8322 2333 [www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au) Cricos #01645K



### Returning Resources

Borrowers are encouraged to return resources promptly so that other students may have access to them. Reminder notices are sent out to students regularly. These should be responded to straight away so that any queries may be addressed at the earliest possible stage. **Please note that the Library Link app or the web based Oliver (library catalogue) allows students and their parents or guardians to easily keep track of their loans and due dates.** Students can access these from home. We do not send notice of all overdue to parents. Invoices for lost books are sent only after the student has had ample opportunity to address any notifications.

### Library Use Expectations

There is an expectation that students will use the library appropriately at all times, showing respect and consideration for other library clients. The library is a busy and well used environment and support is needed from everyone to maintain this. Bags and food should be left outside, rubbish should be put in the bin, chairs left under the tables and books placed back on the shelves or left neatly in a pile if unsure as to where they should go. There is a bag storage area in the foyer outside the library where all large bags should be left. It is important not to obstruct the foyer itself. Valuables should not be left, but carried with you.

Early in Term 1, new intake students will take part in library orientation sessions to familiarise themselves with the facilities and resources. It is recommended that students spend some time getting to know the physical and electronic resources provided by the library, as these resources will greatly support a student's learning journey during their time at Woodcroft College.



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