



Apiti Te Uki Ou

School Library Policy

CIAG 1

Akakoro'anga (Purpose)

The library is a vital resource centre for the school that supports and enriches the learning experience of every child in the school by catering for both curriculum and recreational needs.

- The library is a readily accessible, clean, inviting environment where resources are clearly catalogued and neatly processed.
- The library supports and complements the school's educational programme and provides appropriate resource material for all children and teachers.
- The library is used to encourage all children's reading and supports reading programmes in establishing reading as a lifelong habit.
- Effective training in library skills is facilitated by the inclusion of teaching programmes in the classroom that are designed to cater for individual requirements from the library.
- There is a continued re-evaluation of the resources within the library and purchases cater for both changes in curriculum and cultural needs and are of a high quality both in literacy content and in manufacture.

Te au Kaveinga (Guidelines)

- All classes visit the library at least once a week to change library books. Years 3 – 8 may take library books home, but will only have a maximum of 2 books at a time out from the library. Years 1 & 2 do not take library books home, but will take them out for their classroom library.
- Students using the library resources are under the supervision of a teacher or senior monitor.
- Teachers should encourage the increased use of non-fiction books through their classroom programmes and these might also nurture the use of reference materials (depending on the level of the student)
- Teachers promote the library through:
 - establish staff-student awareness of recent acquisitions
 - support the activities of the two local Avarua libraries
 - co-ordinate special events that will focus attention on the library e.g. Book Week
- For the staff member carrying this Management Unit to negotiate an annual budget and be responsible for purchases in the library
- For the Management Unit holder to direct and work with mother/father helpers in the library with cataloguing, repairs etc so as to ensure that all library material is processed properly and an up to date inventory is maintained.
- The Management Unit holder will train student librarians
- Students, where ability exists, take opportunities to shelve their own books, keep the library tidy and provide library displays. More senior students can be given instruction and responsibility to undertake librarian tasks.
- Teachers must use the checklist for suggested teaching and reporting points for years 1-6 included in this policy. Refer to Te Uki Ou's Curriculum Delivery Plan.

All members of the school should be encouraged to take an active part in the library programme so that positive attitudes and skills are developed.

Date of Last Review:	November 2025	November 2025
Signed:		
	Gina Bamber Chairperson Board of Governors	Liz Cribb Acting Principal Apiti Te Uki Ou