



Rationale

The Education Resource Centre is committed to being an integral focus for learning technologies, knowledge and appreciation of literature and the development of information literacy skills within the whole school community and it is staffed by an Education Resource Centre Manager and a Library Assistant. The Education Resource Centre staff work closely with the school's ICT team and classroom teachers.

The Education Resource Centre staff work co-operatively with students, teachers and school management to provide:

- Resources, that support and enrich the curriculum.
- Teachers with the support they need to teach information skills.
- Students with learning processes and skills in both individual and group settings.
- The services and technologies needed to gain maximum access to information.
- Access to an organised collection of resources and services in a supportive environment, conducive to study, reading and research

For the Education Resource Centre to operate successfully, it must be adequately financed and staffed. The Education Resource Centre follows program budget guidelines developed by the Department of Education and Training to plan for the provision of adequate resources for both present and future needs of the school community.

Aims

We are living in an information age. A primary objective is to learn how to identify, locate, organise, and present needed information in a clear, concise and persuasive manner. As technologies change, students need to develop skills to manage complex information formats. Sunbury Downs College Education Resource Centre strives to provide opportunities for students to achieve these skills and to foster a lifelong interest in both reading and knowledge. Each student, therefore, should have access to an effective school Education Resource Centre that reflects the curriculum and the needs of the school community.

The Education Resource Centre aims to support school policies in the following areas:

- To increase a love of literature, reading and learning.
- To promote a variety of media as sources of entertainment, enjoyment, relaxation and information.
- To encourage students towards to independently use the Education Resource Centre facilities.
- To foster in students a commitment to informed decision-making.
- To assist in the development of skills and attitudes that will enable students to continue lifelong learning.
- To encourage in the students a sense of respect, care and responsibility for resources in their possession.
- To advocate and promote the practice of teachers working co-operatively with the Education Resource Centre Manager so that teaching collaborates to plan, resources and implements units of work.
- To integrate into units of work the skills needed to locate, evaluate, organise and present information from a variety of sources.
- To support the school curriculum – General, Later Years, Middle Years and VCAL, taking into consideration the varied interests, abilities and maturity levels of the students.

Statement on selection of resources

When adding to the resource collection, the Education Resource Centre staff consider the diverse needs of all students and teachers and their professional development.



Resources will:

- Support and be consistent with the general educational goals of the school.
- Meet high standards of quality in factual content, artistic and literary value and presentation.
- Provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.
- Meet the individual needs, abilities and learning styles and interests of students and staff.
- Have high degree of potential user appeal.
- Address student diversities in culture, genre, levels of maturity, special learning needs and socio-economic background.
- Be selected to help students gain an awareness of our diverse society so there should be materials representative of the many ethnic and cultural groups and their contribution to our Australian heritage.
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of students for whom materials are selected.

All students will have access to the fiction and non-fiction collection. The Teacher Reference collection enables staff to deliver the curriculum so that it remains relevant for students and allows teachers the opportunity to extend their professional development. Resources in this collection include print materials and DVD's.

Requests, suggestions and reactions for the purchase or resource shall be gathered from staff and students. These suggestions will be given the highest priority.

When selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will then consult reputable book sellers. The actual resource will be examined whenever possible.

Statement on culling or withdrawal of resources

Every title requires individual judgement. Each book is considered from the standpoint of its value to the community as well as in relation to other books on the shelf. All areas of the Education Resource Centre collection should be subject to frequent review and assessment. Each title needs to be considered individually and consideration should be given to the teaching and learning programs operating in the school before removing resources. Culling is an ongoing process and is the responsibility of the Education Resource Centre Manager after discussion with the Principal and if necessary other staff members.

Materials may be culled if they are:

- Worn or damaged and beyond mending.
- Superseded by a new edition.
- Unused.
- Duplicate titles which are no longer in demand.
- Soiled or badly worn, particularly those with missing or torn pages.
- Damaged to the point of not being usable.
- More than 10 years old.
- Out of date either in their information or their pictorial format.
- No longer meeting curriculum needs and teaching methods.

Implementation

The Education Resource Centre is open during the following hours from Monday to Friday:

8.30am – 12:50pm

1:00pm – 4:30pm



During these times, students may use any of the resources in the Education Resource Centre.

Classes may be booked for the teaching side through the Daily Organisation Coordinator. Only up to five students from a class may be sent for research purposes at a time. This allows Education Resource Centre staff to keep students on task.

The Education Resource Centre is one of the most pleasant and 'user friendly' areas of the school. The Education Resource Centre achieves this through:

- Promotion of newly acquired resources. Author and Illustrator displays.
- Regular displays that highlight special events and times – Book Week, Naidoc Week, Anzac Day etc.
- Competitions.
- Chess and board games during lunchtimes.
- Computers.
- Areas for quiet reading.
- A place of respite for wellbeing students.

Year 12 students are encouraged to utilise the Education Resource Centre resources and staff expertise in research.

Evaluation

There is a range of evaluation methods in place. These include:

- Student register sheets – indicate use by both students sent to Education Resource Centre during class time and private study students.
- Student borrowing statistics – this will identify student-borrowing patterns.
- Lunchtime use – monitor student number and demand for different resources.
- Staff and student feedback.

 Sunbury Downs College <i>'Confidence to Achieve'</i>	Quality Controlled	V 1.0	Education Resource Centre Policy			
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