The Policies and Procedures for

<insert school name>
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1. **Staffing**

List of school library resource centre personnel

School library resource centre personnel role descriptions

Related documents
2. **Collection Development Policy and Procedures**

**Collection Development Policy**

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

**Collection Development Procedures**

Profile of the users

Hours of opening

Access to book and non book resources

Restricted access

Categories within the collection

Budget

Selection principles
Resource selection tools

<table>
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<tr>
<th>Organisation/publisher</th>
<th>Website</th>
<th>Publication</th>
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Limitations

Donations

Cooperative relationships with other libraries

Collection evaluation

Preservation activity: repairs

Deselection/weeding: general principles

Challenged resources

Request for reconsideration of resources
3. **Budgeting Policy and Procedures**

**Budget Policy**

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

**Budget Procedures**

Select one model

Model 1
Budgeting procedures for preparing an annual budget request submission

Preparing the budget

Formula for calculating school library resource centre budget

Effective collection

Capital expenditure
Model 2
Budgeting procedures for an allocated budget
4. Ordering Policy and Procedures

Ordering Policy

Rationale

Policy Statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Ordering Procedures

Preparing orders

Receiving orders

Suppliers
5. Cataloguing Policy and Procedures

Cataloguing Policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Cataloguing Procedures

SCIS search

Resources not found on SCIS

SCIS Catalogue Agencies

Set aside resources

Original cataloguing
6. Processing Policy and Procedures

Processing Policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Processing Procedures

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<td>Due date slip, if applicable</td>
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<td>Covering</td>
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**Kits**
For two or more media needed to be catalogued together.
7. Circulation Policy and Procedures

Circulation Policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Circulating Procedures

Circulation system

Requirements

Preparation

Borrowing

Returns

Renewals
Overdues

Lost/Damaged

Reservations

Teacher borrowing

Housekeeping procedure
8. Stocktaking Policy and Procedures

Stocktaking Policy

Rationale

Policy statement

Audience

Authorship

Related documents

Date of ratification

Date for review

Stocktaking Procedures

Preparation

Process

Follow up

Missing resources

Deletions

Repairs
Post stocktake procedures
9. Copyright Policy and Procedures

Copyright Policy

Rationale

Policy statement

Copyright infringement

Audience

Authorship

Related documents

Date of ratification

Date for review

Copyright Procedures

List of agreements

Appropriate signage

Professional development
Glossary
Bibliography