



College council will review this policy every three years or as directed by DET

Date approved: March 2017

Date of next review: 2020

RATIONALE

To encourage students to develop skills to access the full range of educational resources. Access to and the ability to use information is an integral part of the educational process.

Curriculum resources and school management are responsible for developing the physical environment and the facilities necessary to support the College's wide range of information needs.

PURPOSE

- Provide resources to encourage the development of text, visual and numerical literacy.
- Provide resources to meet the curriculum needs and goals of the College.
- Provide students with the opportunity to develop information skills.
- Provide students with opportunities for personal growth and development through the provision of a wide range of resources.
- Provide staff with resources necessary to develop information-literate students.
- To work with staff in co-operatively planning and teaching units of work.
- Provide the services and the technology necessary to gain maximum access to information.
- Provide functional facilities and an environment to support the College's wide range of information needs.
- Promote the provision of these services to the College community and to evaluate and change as necessary to meet curriculum and College needs.
- Provide links with external information sources through networking and databases. Attendance at network meetings and professional development will be encouraged.

BROAD GUIDELINES

- The Curriculum Resource Centre staff will be familiar with the College curriculum and provide resources to implement it.
- Existing resources will be evaluated and a program implemented for maintaining the relevance of the collection.
- The fiction collection will be assessed and supplemented with a view to increasing student use of literature.

- The collection will be continually evaluated to maintain curriculum relevance. Up to 10% of outdated materials will be replaced annually.
- The Curriculum Resource Centre staff in conjunction with the faculty areas will encourage the identification and implementation of information skills across the curriculum.
- An orientation program will be provided for all new students and staff.
- Instruction will be given to all students in information skills. This will consist of formal class instruction, small groups and individual instruction.
- A wide range of resources will be provided to enable students to work at their own level.
- Resources will be provided to reflect the leisure interests of the College community and to encourage the life-long pursuit of reading and learning.
- The Curriculum Resource Centre will encourage input from staff on resourcing in faculty areas.
- The Curriculum Resource Centre will resource the curriculum so that teaching and learning is enhanced
- The Curriculum Resource Centre will maintain up-to-date technology.
- New developments in technology will be monitored and introduced if they are seen to meet College goals and to be beneficial to staff and students' programs.
- The Curriculum Resource Centre will provide facilities and environment to complement the needs of the College community.
- The Curriculum Resource Centre will promote its service via displays, information bulletins and formal and informal instruction.
- The Curriculum Resource Centre will monitor programs so that library services to the College community are effective and efficient.
- The Curriculum Resource Centre will maintain links with external information sources through networking and data bases.
- Attendance at network meetings will be encouraged.
- Attendance at professional development courses will be encouraged.