



VISION STATEMENT

The mission of Holroyd High School Library is to:
Support the school's curriculum by providing:

- Students with quality, relevant, current and accurate resources which meet their developmental needs and interests.
- an environment that encourages students to learn and ask questions
- Teachers with current curriculum and professional development materials.
- Assist members of the learning community in becoming Information Literate (effective users of information) and to foster a lifelong love and appreciation of reading and Literature.

STAFF

Mrs M Lopez

Mrs. J. Nagy

Teacher Librarian

Library Assistant

Hours of Operation:

Monday to Friday 8:00m to 3pm

Student Expectations

- No FOOD or DRINK in the library (water only). This includes CHEWING GUM.
- Be respectful, polite and considerate of others.
- RETURN equipment and furniture as you found it.
- No mobile phone use during class time as per school policy

LOANS

Student Borrowing:

Years 7, 8, 9, 10 and IEC students – Maximum allowable loan limit of 6 Library items can be borrowed for as long as two weeks with the option to renew twice on most items.

Year 11 – Maximum allowable loan limit of 10 items can be borrowed for as long as two weeks with the option to renew twice on most items.

Year 12 – Maximum allowable loan limit of 12 items can be borrowed for as long as two weeks with the option to renew twice on most items. We have HSC resources available either in hard copy format or online format.

Loan Periods:

Fiction - 14 days with the option to renew

Non-Fiction – 14 days with the option to renew

HSC student loan periods may be extended on request after checking no other student has reserved item.

Overdue Items:

- Overdue notices will be issued in Week 3 and Week 7 each Term or when necessary. The notices can be delivered electronically so check your ***school*** email account. Hard copies can also be issued on request or deemed necessary.
- Borrowing privileges may be suspended for long term overdue items.
- In the case of damaged or lost items, payment is requested to cover replacement costs.

General:

- It is always a good idea to bring your ID/library card with you when borrowing to assist the process but it is not essential.
- DO NOT lend your ID/library card or borrowed resources to anyone. You are responsible for any items borrowed on your card. Including those left in classrooms.

ASK A LIBRARIAN

Students are encouraged to seek advice from our Librarian on the following subjects:

Researching skills and searching skills to get you to the right information

How to avoid infowhelm

Copyright and Creative Commons

Citation (Referencing)

Plagiarism

You can preferably contact the Librarian on Holroyd Highs' Google Classroom: **nnp403x** or come in person out of class time and in operational hours.

Searching for information

Searching is easy through our Library management system known as Oliver, students need to login to their department portal and look for this icon..



Oliver will open a world of visual, well researched and reliable information from recommended websites and video links. Your federated search will also search other Libraries in the area and is linked to the National Library of Australia and the State Library of NSW. You can renew, reserve and review resources in Oliver and check when your loans are due.

Our Library also has an app for mobile devices providing there is internet connection.



Look for this “Library link” app in your apple store and see Library Staff if you need a code.

COMPUTERS

Laptops are available

Violent games will not be tolerated.

STUDY ROOMS

Study rooms are limited and can be booked with Library staff

PRINTING

Printing Costs:

Black & White:

A4 Size \$0.10 per page

A3 Size \$0.70 per

page Colour:

A4 Size \$0.50 per page

A3 Size \$1.00 per page

Laminating Costs:

Bus Pass Size \$0.50 per page

A4 size \$1.00 per page

A3 size \$3.00 per page

How to print

1. Purchase a \$2.00 print card from A block office before school, recess or lunch:

Print Card Sample



2. Save your work onto a USB DRIVE or attach to an email and Send to Library email address: holroydhighschool.library@gmail.com
3. Present USB or notify staff of email and bring PRINT CARD to the Teacher Librarian or Library Assistant and politely request printing.

NOTE:

- Printing requests can only be made before/after school, at recess or at lunch. Not during class time.
- Allow sufficient time for your printing to be done. Requests may be delayed due to time restraints, staff availability or equipment failure.