SAMPLE POLICIES FOR SMALL SCHOOL LIBRARY PROGRAMS

Compiled by Elizabeth Greef and Busi Dlamini

Professional development sessions on school library policies may be used for developing an initial policy or revising an existing one. One aspect to keep in mind is to update policies to include more of the new digital landscape and policies in relation to technology such as ebooks.

Sample policies

[Alice Smith School Library – Draft Policy](#)
A comprehensive policies and procedures manual including a budget template, email use guidelines and organization charts.
Contributed by Barbara Reid, Alice Smith School, Kuala Lumpur, Malaysia

Chapel School
PDF copies of Chapel School (an American international School with two libraries in São Paulo, Brazil) documents:
- Chapel Elementary School Library Procedures (pdf)
- Chapel High School Library Procedures (pdf)

Contributed by Fernanda Caires, Chapel School, Brazil

St Andrew's Cathedral School Library Policies – Sydney, Australia 2012
PDF of a series of school library policies; includes:
- Library Policy
- Library Teaching & Learning Policy
- Collection Management Policy   - Selection Criteria   - Procedure for Challenged Materials
- Cataloguing Policy
- Weeding Policy   - Deselection Criteria
- Circulation and Overdue Policy
- Library Copyright Policy
- Disaster Plan

These policies are under review to include more reference to digital learning and electronic sources of information and the website is changing. For this reason a pdf of the 2012 version is attached.
Contributed by Elizabeth Greef, Sydney, Australia

[School Library Policies](#)
California Department of Education website (2014) detailing collection and selection policies, internet acceptable use policies,

intellectual freedom, weeding and other useful resources.
Contributed by Lesley Farmer

Parkes High School library policy
Authored by Tracy Dawson 2014

Parkes High School Collection Development policy
Authored by Tracy Dawson 2014

Dubbo Christian School

500 hats – sample collection policy
Barbara Braxton's site provides a blueprint for writing a collection policy

500 hats – policies and procedures
Ideas for information-related policies such as intellectual property, internet access, information literacy, inquiry learning, technology planning, privacy, computer network usage and administration.
By Barbara Braxton

Manuals and Links

ALA Workbook for Selection Policy Writing
This workbook provides assistance on creating a selection policy, providing a rationale and covering the basic components of the policy, including criteria, procedures and policies on dealing with controversial materials.

A manual for developing policies and procedures in Australian School Library Resource Centres
ASLA. (2012). A free document which covers staffing, collection development, budgeting, ordering, cataloguing, processing, circulation, stocktaking, copyright. A template is available in Word and as a PDF file.

Policy and procedure manual
http://clow.ipsd.org/documents/lmc_manual_revisions/LMC_Procedure_Manual.pdf

Important documents to link your policy to

IFLA/UNESCO School Library Manifesto

The Freedom to Read Statement

Any significant local documents relating to school libraries, e.g.

[Joint statement on school libraries and teacher librarians](#)

[School Library Bill of Rights](#)

National library policy document – South Africa

2014 Library and Information Services (LIS) Transformation
Charter, South Africa – pdf.
Contributed by Busi Dlamini