

Alexandra College Library Mission Statement

The Library aims to provide a modern resource centre with a welcoming, inclusive learning environment which is central to the school, actively supporting teaching and learning within the school, recognizing and valuing each individual as a lifelong learner, supporting the development of independent learning skills and fostering a love and enjoyment of reading in all its forms. We aim to offer the opportunity for all students to take responsibility for their own learning and recreation and provide an accessible guidance platform when needed.

Alexandra College Library Loan Policy

Standard Loans (2 week loan)

Three books may be borrowed at one time for a two week period. Books may be renewed if no one else requires them.

Short Loans (DVD – 3 Night loan)

These may be borrowed for three nights only. They may be renewed at the librarian's discretion.

One Week Loans

Study books and careers materials may be borrowed for one week only. These items may be renewed depending on demand.

Reference Books / CD ROMs

These items are for use in the library only.

Periodicals & Newspapers

These items are for use in the library only.

Overdue Items

Fines are charged for overdue items on the following scale:

Standard Loans 10 cents per item per day

One Week Loans 10 cents per item per day

Short Term Loans 20 cents per item per day

Maximum total fine is €5

Library Selection Policy

The Library adopts a proactive approach to providing services, striving to respond to current needs and anticipate and address future needs of the whole school community. The librarian is familiar with the courses offered by all departments, liaising with teaching staff to identify resources to support these courses.

Library resources should form part of a balanced collection providing differing perspectives and information, helping students towards an understanding of cultures and ways of living different from their own. Therefore all resources are selected in accordance with the Library's selection criteria.

- To ensure high quality, appeal, currency and appropriateness.
- To ensure that cultural diversity is represented, bias and stereotyping are avoided and that both fiction and non-fiction selections should encourage students to question the world

around them as well as themselves.

Library resources include a range of alternative formats to support each topic studied and to support students' individual learning styles:

- General and subject-specific books and study guides for loan and reference.
- General and subject-specific magazines and journals covering a broad range of topics
- Newspapers in hard copy
- Audiovisual and multimedia materials, including DVDs, videos, CDs, audiocassettes, and CD-ROMs, which complement more traditional formats.
- A Reference' collection, including a range of dictionaries encyclopedias and directories.
- Educational games

Editing Stock

To make sure that library resources are of excellent quality and remain in good condition, editing stock on regularly is essential. Editing takes place on the basis of the following criteria:

- Physical condition, currency of information
- Potential to mislead, relevance to current curriculum, and frequency of borrowing.

Donations

Donations are always welcome, but are subject to exactly the same criteria as books purchased for the library. If they meet these criteria they will be catalogued and placed with the rest of the library stock. If they fail to meet the criteria, they will be offered to staff, donated to charity or recycled.

Library Opening Hours

Monday	– 09:30 – 14:00	15:00 – 17:30
Tuesday	– 08:15 – 12:00	12:40 – 16:00
Wednesday	– 09:30 – 14:00	15:00 – 17:30
Thursday	– 09:30 – 14:00	15:00 – 17:30
Friday	-08:15 – 13:30	14:10 – 16:00