

RESOURCE LIBRARY - CHILDREN'S LIBRARY

Date of approval: 12 September 1996

Last reviewed: August 2004

To be reviewed as required

POLICY STATEMENTS:

The Children's Library is for the exclusive use of children attending the kindergarten.

PROCEDURES

The number of the book borrowed, the title of the book, date and child's name will be recorded on the borrowing list.

If a book or video is damaged or lost then the parent / guardian will incur the cost of its replacement.

A complete list of book titles will be recorded (with numbers) included in the kindergarten inventory book.

RELATED POLICIES

Assets Register Policy

RESPONSIBILITY

Director

Equipment and Library Officer - Committee of Management