THE CABRA LIBRARY

There are two libraries at Cabra Dominican College: A Middle School Library for Year 6 to 9 students located at the end of the O’Mara corridor, and a Senior School Library for Year 10 to 13 students opposite the Staffroom. Year 9’s can use both libraries. The Middle School Library is open from 8.30 am to 3.30 pm each day, while the Senior School Library is open from 8.15 am – 4.00 pm. Both libraries are closed for recess but are open from 1.30 pm to 1.55 pm.

We encourage students to browse or study before or after school and at lunch time and we enjoy interacting with students on an individual or class basis. Students can access Internet, CD-ROM and word processing in both libraries. We offer units of study across the curriculum to teach students Information literacy skills and we promote reading by offering fiction talks at all year levels. The Library Intranet, which provides access to the library catalogue, can be accessed by any computer around the school to assist students with their research needs.

LIBRARY CIRCULATION POLICY – STUDENTS

Students at Cabra are welcome to borrow library resources, with the exception of Audiovisual material, some Reference books and Information Files, which can be used in the library.

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Books</th>
<th>2 weeks</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Magazines</td>
<td>1 week</td>
</tr>
<tr>
<td></td>
<td>Reserve</td>
<td>1-3 day loan</td>
</tr>
<tr>
<td>Reference</td>
<td></td>
<td>Some – overnight loan or 3 day loan</td>
</tr>
<tr>
<td>Number of Items</td>
<td>Library</td>
<td>5 items per student</td>
</tr>
<tr>
<td>Book hire</td>
<td></td>
<td>unlimited</td>
</tr>
</tbody>
</table>

NO CARD – NO BORROWING

Students can only borrow if they produce the Library/Student ID Card. This card gives students access to printing and photocopying, so it is essential that every student has one.

CARDS FOR CURRENT STUDENTS

Are ordered at the end of the year and photographs are taken. These cards will be distributed to classes by the Library staff and the cost is included on the Stationery list. New students will be photographed early in Term 1 and their cards will be distributed to them within two weeks. New students who arrive during the year will need to see Mrs Cossey in the Middle School Library to organise their cards. An ID photo will need to be taken. Mrs Pepper is available to take these photos in the Book Hire facility at the front of the Senior Library only on Thursdays and Fridays from 8.00 am – 11.00 am.

TO REPLACE A LOST CARD

The student will have $7 added to their fees when they go to Mrs Cossey in the Middle School Library. She will reorder the card and notify the student when it's ready to be collected from the Middle School Library.

BORROWING

New students will be added to the system and may borrow one Library book and necessary Book Hire books before their cards arrive.
- Students are expected to return resources on time or to bring in items to extend the loan period if they need more time.
- Overdue notices are sent to class teachers weekly to remind students of overdue materials.

PROCEDURES FOR OVERDUES

If a student wishes to borrow but has an overdue book, he/she will not be able to borrow until the book is returned. This is usually resolved with the library staff. If the overdue book is not returned the student can’t borrow until the following steps have been taken:
1. Student is asked to check: library shelves, classroom, lockers and home
2. Student is placed on restricted borrowing: one library book at a time
3. If there is no response from the student after weekly overdue notices have been sent to the classroom, the following procedure takes place.

ITEMS FOUR WEEKS OVERDUE

An account is sent to the student via the class pigeon hole. If there is no response on account is sent to the Year Level Coordinator asking for assistance. The YLC will speak to the student. This often is enough encouragement for the student to make an effort to return the book. If unsuccessful, then the matter is referred to the Business Manager, who adds the cost of the book to the student’s school account. If the item is returned after payment, a refund will be given.
ACCEPTABLE USE OF THE COMPUTER NETWORK

Cabra is pleased to offer students access to the College’s Computer Network. Students are able to use the Internet for research and College assignments. At all times internet use must be in keeping with legal requirements and the ethos and policies of Cabra. While working on the Internet, students are expected only to visit sites which are relevant to the curriculum project being completed.

In particular students are not to visit sites containing material that is inappropriate; for example sites that are sexually explicit, violent, concerned with illegal drugs, gambling, hate speech, general harassment of others, purchasing online, Internet filtering, camera surveillance. USB inspection and activity logs are used to help monitor safe and responsible use of computers and the network.

STUDENT RESPONSIBILITY

- Students are responsible for their behaviour on the network and ensuring that the adequate credits are available to meet school requirements (printing/internet access).
- Only programs that are available via the ‘Start’ menu are to be used. Students are not to load software onto a local hard drive.
- It is the student’s responsibility not to go searching for inappropriate items on the Internet and to report any occurrences of this nature to the staff in the room.
- Using some else’s network account is definitely unacceptable.
- Naturally hacking or cracking is not acceptable and will be regarded as a most serious breach of Cabra’s policy.

Any students who choose to use the network or Internet outside these guidelines will have their access to the network denied (a $10 fee is charged to have their computer account locked). Depending on the infringement, serious consequences such as Rethink, suspension or a ban on using any of the College’s computers may also occur.

Please note that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Please remember that the Internet is in a perpetual state of evolution and that the possibilities of finding and distributing information are endless. The school claims no control over the content or subject matter of the information available via the Internet and email, but aims to monitor and promote responsible use of this valuable medium.

LIBRARY POLICY ON THE USE OF COMPUTERS AND INTERNET

1. Classes booked into the Library for research have priority use of the computers. Students are able to use them if there is no class booking.

2. Individual student users must come to the Library after the first TEN minutes of the lesson, with diaries signed re specific purpose of their computer use, and the Internet policies signed and displayed if appropriate. E.g. Use Internet for RE assignment on Buddhism. Word processing for English essay on Poetry.

3. Students must check at the desk first, to see if the computers are free.

4. Students must sign the computer log sheet clearly before using the computers, or risk being logged off and sent out of the library for that lesson.

5. During lesson times, the Internet is to be used by students for school related activities only. No chatting, email, or downloading files. If you break these rules or tamper with the computers, the Computing Department will be notified, you will have your accounts locked and there will be a $10 fee to have the reopened.

6. Students can browse the Internet at lunchtime provided they visit appropriate sites, but not before or after school unless it is school related.

7. No email can be done in the libraries. Students can email after school, in a designated Computing room, with parental permission noted in the Diary.

If you have any problems re logins and passwords, please notify IT staff, using the appropriate forms outside the IT office.