

## PRIMARY FOCUS 2011

### ACCOMPANYING INFORMATION

Enclosed are the Fiction and Nonfiction annotated lists and order forms for *Primary Focus 2011*.

#### 1 FUNDING

Funds for the purchase of primary library resource materials are a component in the School Grant as outlined in the School Grant Operational Manual.

#### 2 ANNOTATED LISTS

*Primary Focus 2011* lists provide information about recommended primary library resources that support the curriculum. Items included have been appraised by teachers in schools and District office and Central office staff. They represent book and non-book materials published during 2009 and 2010. An optional purchasing service is available.

##### 2.1 Fiction

This list is in three parts:

Part 1: Early Childhood. Includes picture books, beginning-to-read books and titles suited to all levels.

Part 2: Middle Childhood. Includes picture books, novels and short stories.

Part 3: Early Adolescence. Includes titles which are more challenging reads or contain concepts and themes suitable for mature and capable readers in Years 6 and 7.

Books with rhyming text have been included in the Fiction list although they have a Poetry classification. The Poetry section in the Nonfiction list has been restricted to anthologies and recognised poems.

##### 2.2 Nonfiction

The list is divided into: Teacher Resources, General Reference, General Interest, followed by the eight Learning Areas which are further subdivided into subject areas.

Society and Environment, and Science have been subdivided into the major outcomes of these Learning Areas.

Languages resources have not been included in the list due to the specialised selection required in this area and the number of languages that need to be covered. Some guidelines are provided for the selection of Languages resources and a link to a list of Languages resource suppliers available on the CMIS website are included.

### **3 PROCEDURE FOR USING THE LIST**

#### **3.1 Selection Process**

To ensure that funds are used effectively it is suggested that:

- the teaching staff establish priority areas for selecting from the list by examining the current library collection in relation to program needs;
- the list is circulated for teachers to identify resources in the priority areas which are at the appropriate student levels; and
- the teacher responsible for the Library Resource Centre collates the selections from the list and makes final selections to fit within the school's library budget allocation.

**3.2** In accordance with the procedures outlined in section 3.1 of the Library Procedures Manual, a record of the order should be kept. This can be done through your automated system or in a manual file.

### **4 PURCHASING SERVICE**

**The use of this service is optional.**

Curriculum Materials Information Services (CMIS) offers a bulk purchasing service for materials listed in ***Primary Focus 2011*** offering greater than normal discounts on the items. Child Education Services holds a contract for the supply of these resources. If you order items from ***Primary Focus 2011*** from Child Education Services through the purchasing service it is not necessary to obtain three quotes to satisfy financial requirements.

#### **4.1 Supply**

Bulk purchasing means that the supplier will place orders in bulk, using the order forms returned from schools. Orders will be placed by the supplier in batches. Therefore the earlier you return your order form the earlier items will be supplied.

To the best of our knowledge the titles were available and their prices were correct when the lists were compiled, but schools should be aware that some may be out-of-print by the time the bulk orders are placed and there may be some price rises. Some hardback titles may only be available as paperbacks. Please indicate on the order form if you are willing to accept a paperback edition when a hardback is not available.

Schools will not receive all items at one time. Items will be supplied as stock becomes available. Time of supply is dependent on whether the stock is available locally or if stock has to be ordered from overseas.

You may wish to order titles needed urgently from alternative sources. The supplier, Child Education Services, can advise you on the availability of titles.

#### **4.2 Prices**

The prices given on the annotated lists are the Australian Recommended Retail Price and GST inclusive where available. Schools choosing to use the bulk purchasing service will be invoiced at a discounted price including GST and not the Australian Recommended Retail Price. The amount of discount will vary from title to title according to terms offered by the publishers.

## 5 ORDERING PROCEDURE

It is not necessary to return the order forms unless the purchasing service is being used.

5.1 **Write your school's name and address at the top of each order form and the name of a contact person and other details.**

5.2 Write the number of copies required beside each title selected.

5.3 The purchasing service is only available until the closing date for return of order forms. Return the order forms to:

Coordinator  
K-12 Services - Evaluation  
WestOne Services  
1 Prospect Place  
WEST PERTH WA 6005

**CLOSING DATE: 8 JULY, 2011**

## 6 SUPPLY AND INVOICING

The supplier for *Primary Focus 2011* is:

**Child Education Services**  
**ABN 56 074 330 402**  
**96 Royal Street, East Perth WA 6004**  
**Ph (08) 9225 6516, Fax (08) 9225 6518**  
**Email: marg@childdeduction.com.au**

The order forms will be logged by CMIS and then forwarded immediately to Child Education Services who will supply the items ordered direct to the school. Items will be supplied as **FIRM ORDERS ONLY** and will not be available on approval. The high rate of discount prohibits an on approval service.

Invoices for the items supplied will accompany the books. The amount on the invoice will be the discounted price. **PLEASE PAY THE SUPPLIER DIRECT WITHIN FOURTEEN DAYS.** Freight is payable by schools.

## 7 CATALOGUE RECORDS

To assist schools to download catalogue records from SCISWeb for items listed in *Primary Focus 2011*, the SCIS number has been included at the end of the bibliographic details in the annotation. This is a more direct way of getting the information than the ISBN.

## 8 QUERIES

Any queries concerning faulty books, back orders, non supply, prices or other concerns should be directed to Margaret Walton at Child Education Services.

Should any difficulties be experienced please contact the Coordinator Evaluation on (08) 9319 5510.

## 9 DISPLAY

Two displays will travel concurrently in 2011 commencing on the 7<sup>th</sup> of February in the North Metropolitan and South Metropolitan Districts. The materials will be on display in sixteen centres including two centres in each of the North and South Metropolitan districts. Kimberley and Pilbara Districts will each host the display in two centres and Southwest will host in four centres. An itinerary and a list of contact names and numbers are attached.

## 10 CMIS RESOURCE BANK

All resources selected for **Primary Focus 2011** are listed in the CMIS Resource Bank. Each record includes Learning Areas, Learning Area Outcomes, *Curriculum Framework* values and themes for which the resources may be suitable. To access this information and other resources which were considered for the bibliography, go to:

**[www.det.wa.edu.au/education/cmisis/eval/curriculum/publications/PrimaryFocus](http://www.det.wa.edu.au/education/cmisis/eval/curriculum/publications/PrimaryFocus)**