

## Providing access to information

Guidelines & Indicators	Current Situation	Action Required
Accurate records are kept of all information resources in the school which are accessible through the LRC systems		
Systems are developed or are being developed to provide access to all the information services within the school		
Universally accepted library standards are consistently applied to the cataloguing, classification and indexing of all information resources with SCIS standards as a minimum requirement		
Author, title & subject access is provided, with enhanced access through keywords, curriculum unit descriptors meaningful to the school community		
The retrieval of information is facilitated by clear and inviting labeling & signposting		
Maximum access to the LRC's systems, services & staff is provided through: <ul style="list-style-type: none"> <li>➤ Flexible timetabling to accommodate class, small group &amp; individual use;</li> <li>➤ Having the facility open before &amp; after school and during breaks, where appropriate, to encourage student use</li> </ul>		
The policy for the circulation of materials provides for equitable access to all users while being as non-restrictive as possible		
The budget provides for increasing use of information technology such as CD ROM indexes & online services in gaining access to relevant information		
Students receive guidance and have access to programs which integrate information skills development into the curriculum		
The RT works cooperatively with class teachers to facilitate access to information for both learning and teaching		
All LRC staff are skilled in using the systems & technologies, and able to assist students and teachers in their use		
Technology is used to provide access to information both within and beyond the school. The following information sources and retrieval technologies are currently in regular use: <ul style="list-style-type: none"> <li>➤ automated library systems</li> <li>➤ CD ROM databases, indexes &amp; encyclopaedias</li> <li>➤ interactive multimedia applications</li> <li>➤ online bibliographic and full-text databases</li> <li>➤ automated current awareness services</li> <li>➤ in-house production of databases &amp; curriculum indexes</li> <li>➤ hypertext applications</li> </ul> In addition to the above functions, flexible provision should be provided for: <ul style="list-style-type: none"> <li>➤ Database creation</li> <li>➤ Word processing</li> <li>➤ Desktop publishing &amp; graphics generation</li> </ul>		