ChatGPT

Dubbo Christian School Library & ICT – Comprehensive Dossier

Executive Summary

Our research confirms that Dubbo Christian School (DCS) operates a modern, integrated library and ICT environment, but many specifics remain internal. The school uses **Schoolbox (OurDCS)** as its learning portal (v25.0.9) [1] , integrated with **Microsoft-based single sign-on** (via ADFS) for authentication [2] [3] . It also uses **Sentral** as its student information system (SIS) [4] (evidenced by staff training in OurDCS and Sentral) and likely for attendance and reporting. Crucially, DCS's library is managed with **Functional Solutions' SmartSuite (SmartLibrary)** system [5] . This is confirmed by job documents calling out SmartLibrary in candidate criteria [5] and by references to SmartLibrary on the service desk (e.g. "Manage IT systems… loan and return physical resources" [6]). We also uncovered that printing is handled by a **Papercut** print-management system across Fuji Xerox copiers [7] [8] .

Most confirmed details come from DCS's own documentation: *Position Descriptions* for the Teacher-Librarian and Library Assistant roles, and school **Annual Reports** and employment packs. These reveal extensive library workflows, curricula support duties, and technology responsibility (for example, the TL "manage[s] the library's IT systems and related technology" [9] and assists with "information technology" use in classes [10]). They emphasize Christian educational values and child safety, consistent with the school's faith-based ethos [11] [12] .

However, many operational details are not publicly documented. The *exact* catalogue system link, circulation rules (loan periods, fines, etc.), and current collection composition are **not publicly available**. Similarly, the specifics of digital subscriptions (ebooks, databases, streaming video) and the daily timetable or staffing schedules are unconfirmed. We did *not* find public library handbooks or policy manuals. The school's public portal and PDF reports do confirm broad policies (e.g. privacy, copyright [13] [14]), but fine-grained processes (like challenged books or weed criteria) would have to be obtained internally.

Key confirmed points: School-wide systems (Schoolbox, Sentral, Microsoft SSO) and library LMS (SmartLibrary); staff roles and major tasks (from PDs [15] [9]); major processes like stocktake (rolling) and overdue management (notices) [16] ; equipment (IWB, laminator, MFDs, etc.); print solution (Papercut) [7] [8] ; and broad policy commitments (privacy, child safety, copyright) [13] [14] .
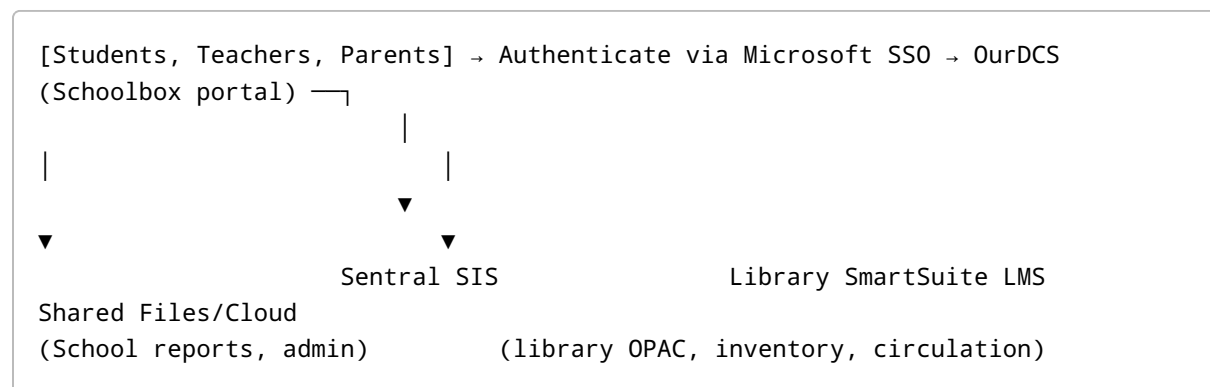
Unanswered or internal details: precise catalog system link/API; loan rules and replacement costs; all digital resource titles or vendors (we infer possible use of ePlatform or Sora but have no proof); filtering/ provider; student device policy (BYOD or school laptops); exact staffing rosters or hours; and actual collection size or breakdown. These would need direct inquiry (see "Open Questions" below).
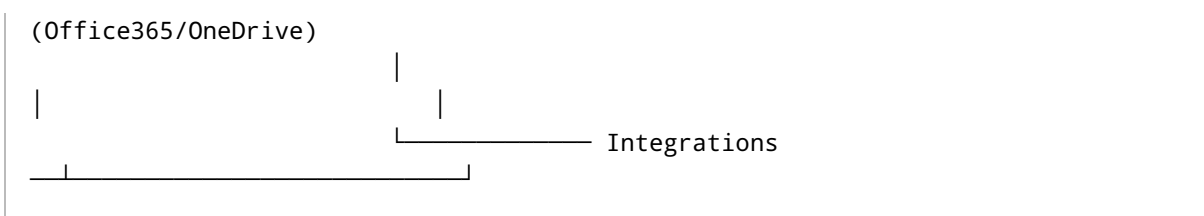
Systems & Tech Stack (Text Diagram)

The systems at DCS form an interconnected ecosystem supporting students, staff, and library operations:

- **Users:** Students (K–12), Teachers/Librarians, Admin Staff, Parents.
- **Authentication:** Microsoft ADFS SSO (School accounts) [2] [3]. Once logged in, users access:
- **OurDCS (Schoolbox)** – the learning portal (gradebooks, intranet, library links) [1].
- **Sentral** – the school's Student Management System for attendance, welfare, reports [4].
- **Library Catalogue (OPAC) – SmartSuite (SmartLibrary)**: This is likely accessible through Schoolbox or a separate web link, used for searching the catalog, placing holds, etc. (SmartSuite is explicitly cited in staff criteria [5] and used for circulation tasks [6]).
- **Circulation & Inventory:** Handheld scanners/computers run SmartSuite, using barcodes (no evidence of RFID). Library staff process loans/returns at a circulation desk (no public self-check info found).
- **Integrations:** The LMS and catalog probably integrate with Single Sign-On so students use their Microsoft credentials via Schoolbox. SmartSuite may also interface with e-resource platforms (e.g. ePlatform/Wheelers for ebooks) and TV4Education video (common with Functional Solutions) – not confirmed, but suggested by vendor ecosystem.
- **Printing:** A networked **Papercut** system manages all school printing [7]. Print jobs follow-me to seven Fuji Xerox multifunction printers on campus [8]. All devices require staff/user authentication to release jobs.
- **Device Environment:** The library has desktop PCs and an **interactive whiteboard (IWB)** [17]. Students bring BYOD devices in upper years (the school has an ongoing BYOD plan [18]) and internet use is filtered (per policy compliance). The TL "assists students in use of the Internet and Intranet" [19]. DCS is developing an overarching ICT strategy [12], so network and BYOD policies may be in flux.
- **Software & Databases:** Besides Schoolbox/Sentral/SmartSuite, the library likely subscribes to standard educational content (e.g. Britannica, World Book, ClickView) and eBook providers. The TL PD emphasizes "electronic resources" and e-reference tools [20], so services like OverDrive/Sora or Wheelers ePlatform are probable, though unverified. The school's website shows no public list of resources.
- **Other Equipment:** Library equipment listed in PD includes a **photocopier, laminator, AV gear and IWB** [17]. Device management (e.g. iPads or ChromeBook carts) is handled by library/IT staff as needed (not detailed publicly).

In text, an example systems diagram:

```
[Students, Teachers, Parents] → Authenticate via Microsoft SSO → OurDCS
(Schoolbox portal) ──┐
                     │
|                    │
                     ▼
▼                    ▼
              Sentral SIS              Library SmartSuite LMS
Shared Files/Cloud
(School reports, admin)        (library OPAC, inventory, circulation)
```

```
(Office365/OneDrive)
                              |
    |                   |
                        └──────────────  Integrations
    └───────────────────────────┘
```

Additional links: Library staff also use Papercut/print server (integrated into network login) [7] . Cybersecurity/filtering sits at network perimeter (follow NSW Education Dept guidelines).

How the Library Runs (Workflows)

Collection Development (Acquisition)

- **Selection:** Teacher-Librarian leads collection development, using quality review tools and curriculum needs (PD: "selection tools/journals … build culture of literature appreciation" [21] [14]). They choose books, curriculum resources and subscriptions aligned to the school's academic programs and Christian ethos. Volunteer or faculty input may be considered.
- **Budget & Approval:** The TL manages the library budget [22] . Purchases are approved by Principal/ Business Manager. The PD suggests a formal process (requests → order).
- **Receiving & Cataloguing:** New items are entered into the SmartSuite catalog. Cataloguing standards likely follow SCIS/LCSH (common for Australian schools) – the PD explicitly lists "cataloguing, classifying/indexing" as a routine task [9] . Classification is presumably Dewey. Barcode labels are affixed (RFID not mentioned, so likely barcode scanning).
- **Processing & Shelving:** Once labelled, books are shelved by subject/reading level. The LA "assist[s] with keeping shelving up to date" and tidies the collection [23] .
- **Promotion & Display:** The team creates thematic displays and reading promotions; the TL "coordinates displays and special events" [24] to highlight new or relevant materials.

Cataloguing/Classification

- New titles are catalogued on SmartSuite. Entries include subject headings and indexing to aid searching. The PD says the TL "catalogu[es], classif[ies]/index[es] new resources" [25] . We infer use of standard thesauri (e.g. ERIC, LCSH).
- The catalog is accessible to students via the portal (a Facebook post hints "full catalogue… via student portal"). Subject categorization is likely by grade range and fiction/nonfiction sections.

Circulation

- **Borrowing:** Students and staff check out books at the circulation desk (the LA "manages IT systems to loan and return physical resources" [6]). The school uses barcodes on cards and books. We have no evidence of self-check stations, so all transactions are adult-supervised.
- **Loan Rules:** Not publicly documented. Typically, lower grades have shorter loan periods; seniors might keep books longer. The PD's mention of "Senior Students in Private Study" suggests Year 11–12 can borrow for study hall purposes [26] .
- **Renewals & Holds:** Not confirmed in public sources. We infer SmartSuite supports automated renewals and waiting lists, typical of modern LMS.

- **Fines/Overdues:** Students with late books receive notices. The PD says the LA assists with "preparation and distribution of Overdues notices" [27] . Fines may be tracked in SmartSuite; replacement costs may be charged. Year-end clearance (students must clear library obligations each year) is likely standard.

Overdues & Notices

- Overdue notices are generated and printed periodically [28] , and the library staff follow up (often by homeroom teacher for younger students or direct for seniors). The PD implies a rolling notification process. Specific cadence (e.g. 1-week, 2-week notices) is internal.

Inventory & Stocktaking

- **Ongoing (Rolling) Stocktake:** The LA "assists with stocktaking procedures on a rolling basis" [28] . This means a section-by-section audit during the year, rather than closing the library for a single full inventory.
- **Procedure:** Likely the LA scans shelves and checks inventory against the SmartSuite records, marking lost or mis-shelved items. This continual approach minimizes disruption but requires regular spot-checks.
- **Deselection/Weeding:** The TL evaluates the collection annually. The TL "maintains the collection by de-selecting old/obsolete resources" [29] . Discard criteria probably include damage, obsolescence, and lack of usage. Any complaint or challenge would follow the school's complaint policy (not found online). Disposed books might be recycled or donated.

Space Usage & Library Schedule

- **Instructional Use:** Classes (esp. information literacy lessons) are held in the library. The TL "teaches and/or oversees Library and Information Skills lessons" [30] and integrates with curriculum. The library is therefore scheduled on the timetable for K–12 classes.
- **Senior Study Centre:** The library doubles as an after-school study hall. The *School Life* blurb (cached) notes "After School Study Centre… operates out of our Library Resource Centre. Staffed by teachers who provide support" (cf. external listing [31]). The TL provides oversight for this, and the LA "supervision of Senior Students in Private Study" is an explicit duty [26] . This suggests quiet zones and desk availability for Years 11–12.
- **Daily Hours:** Not officially published. Library Assistants' hours are "in keeping with similar positions" (implying a standard school day) [32] . Likely open each school day, plus afternoons for Study Centre sessions. The TL coordinates "flexible time-tabling for use of the library" [33] , meaning classes can book it. Security/behavior: Staff maintain order (PD demands maintaining authority with kids [34]).

Staffing & Supervision

- **Teacher-Librarian (TL):** Leads all library services (curriculum support, policies, outreach) and is the educational leader under the Principal [35] [36] . The TL also "manages the library's IT systems" [37] and sits on the school's ICT planning.
- **Library Assistant (LA):** Full-time support staff (School Admin Level 2) who handles day-to-day operations. Duties include circulation desk, shelving, clerical tasks, device setup (IWB, AV, copier) [38] , running stocktake, processing holds and overdues [39] , and supervising student monitors/volunteers [40] . The PD explicitly calls for enforcing library rules (maintaining authority) [34] .

- **Volunteers/Monitors:** DCS uses a **Library Monitors Committee** of senior students and possibly parent volunteers. The TL "coordinates… roles of staff and volunteers" and "Library Monitors" program [41] . The LA "assists with training/supervision of student and parent/community volunteers" [40] . Monitors likely reshelve books, organize displays, or help with checkouts under supervision.
- **Additional Support:** The IT staff (e.g. a Computer Studies teacher or IT coordinator) may help with technical issues. The Business Manager (not library staff) handles budgets and print support (as evidenced by involvement in the Papercut implementation [7]).

Collection & Digital Resources Inventory

DCS's library serves preschool through Year 12, so its collection spans picture books up to HSC-level texts. No public catalog is accessible, but we can infer:
- **Physical Collection:** Presumably thousands of items (DCS has ~580 students, 63 teachers [42] [5]). Likely a mix of fiction (junior/young adult/Christian fiction), curriculum non-fiction (history, science, theology, language), and reference (encyclopedias, study guides). The TL PD emphasizes "quality literature" and curriculum support [35] [14] , suggesting the collection is regularly updated. Non-English or special collections aren't mentioned – presumably mostly English, with possibly some classics or world literature in translation.
- **Digital Collections:** The PD repeatedly highlights "electronic resources" and maximizing access [20] . While not listed publicly, typical subscriptions might include: - **eBooks/Audiobooks:** Possibly via Wheelers ePlatform or OverDrive/Sora (common in NSW schools). The mention of SmartLibrary hints at potential integration with TV4Education (an educational video platform by the same vendor).
- **Databases & Encyclopedias:** Likely subscriptions to databases like JSTOR/ProQuest (senior classes), Encyclopedia Britannica, World Book, etc., as well as curriculum-specific resources (e.g. Big Science Database).
- **Video/Multimedia:** Many Christian schools use ClickView. It's plausible (but unverified) that DCS has a ClickView contract – the Schoolbox environment could integrate this, though we found no direct mention.
- **Citation Tools:** No direct evidence, but TLs often provide access to tools like EasyBib or NoodleTools via the portal.
- **Reading Programs:** There is no DCS page listing programs, but it's standard in NSW to participate in the Premier's Reading Challenge. The TL's role includes "fostering a love of reading" [43] , implying involvement in such initiatives. Libraries also run internal reading competitions and events (e.g. Book Week displays – presumably done here, though no photo evidence was found).
- **Curriculum Support:** The TL PD shows responsibility for "curated lists, pathfinders, guides" by integration with departments [21] . While none are publicly available, we infer that study guides for research projects and resource lists for each subject are compiled in Schoolbox or on the library intranet.
- **Collection Statistics:** The school does not publish item counts. The TL PD's emphasis on maintaining a balanced collection (fiction vs. non-fiction, age-level appropriateness) suggests a sizable, actively managed library. For precise figures (e.g. "total items," "percent fiction"), we would need to ask the library staff or get an export from SmartLibrary.

People & Working Conditions

- **Teacher-Librarian (TL):** A teaching-qualified professional leading the library. Reports to the Principal (or delegate) and is part of the leadership team. Responsibilities include all instructional and managerial tasks for the library [9] [44] . The TL is full-time, with scheduled classes (information skills)

plus flexible periods for support and administration. In this role you would "manage routine functions (cataloguing, classification, circulation)" [37] and help develop school-wide ICT policy. DCS values professional growth; the TL gets PD and mentoring support (per employment info). The culture is explicitly Christian; PDs emphasize teamwork and a "Christian approach" [45] .

- **Library Assistant (LA):** A non-teaching support staff (School Administrative Service Level 2) whose core duty is smooth library operation. Their day includes running the checkout desk, assisting students, handling equipment and maintenance tasks [6] [39] . According to the PD, they *also* act as study hall monitors for senior students [26] – this dual academic/supervisory function implies encountering teenage behavioral issues with firmness (note the PD stresses "maintaining authority" with students [46]). Hours are likely 8am–4pm (term time), but exact schedule "in keeping with similar positions" [32] (the offer letter defines it). The environment is team-oriented, and the LA works under the TL's direction.
- **Workload and Culture:** Based on DCS reports, staff turnover is low and satisfaction high (staff community is "Bible-based and Christ-centred" [47]). The 2024 Annual Report notes staff feel supported, and the school emphasizes care and feedback (though it also noted teachers wanted more evaluative feedback – an area to watch). Staff meet weekly for PD. The library roles involve significant multitasking (e.g. do inventory while supervising study students [26]). The PD's philosophical statements ("work for the Lord…" scripture) hint that library staff are expected to model Christian values in conduct.
- **Volunteers & Students:** There is a structured Library Monitors program [36] . Likely, these senior students have periodic duties (shelving, clerking at desk) and meet with the TL for guidance. Parent/ community volunteers are recruited for extra help (the LA assists training them [48]). All volunteers must comply with DCS's Child Safe policies (working-with-children clearances etc., as with any NSW school).
- **Cross-Department Links:** The TL liaises with classroom teachers daily (curriculum planning, co-teaching) [30] [49] . The library also intersects with IT (since the TL oversees library tech and is on the ICT strategy team [50]), with Student Wellbeing (quiet space and support for learners), and with admin (budget, timetabling [51]).

Policy Suite (Library and ICT)

The library operations are governed by both school-wide policies and specific library guidelines. Key points gleaned from public docs and PDs:

- **Collection Development Policy:** Not publicly posted, but the TL is tasked with developing it [51] . We infer it aligns with educational and Christian values, probably referencing selection guides and accreditation standards.
- **Copyright:** The TL ensures compliance with copyright law [52] . The DCS portal's "Guidelines of Use" section mandates adherence to intellectual property laws [13] . Likely, the library follows the NSW Copyright Code for education and maintains a school license (e.g. via CAL) for photocopying.
- **Acceptable Use & Digital Citizenship:** DCS requires any tech use to support its Christian mission [53] . The library helps teach appropriate Internet use ("digital citizenship") – explicitly noted in PD duties [54] . The school's AUP (available on OurDCS) forbids misuse and cyberbullying, and the TL reinforces net etiquette in lessons (no direct quote found, but standard for NSW schools).
- **Privacy/Data Handling:** The school collects student data per NSW laws. The OurDCS privacy notice outlines this (information is used for schooling purposes) [55] . For library systems, this means any

patron records are protected (SmartSuite logins tie to student/staff accounts, not public). Access to records would respect privacy (and child safety).

- **Challenged Materials & Complaints:** No public procedure found. As a Christian school, DCS likely has a formal process for any content disputes (possibly in a broader policy book). The TL/Principal would handle objections to library content, following Christian Education principles (e.g., the TL PD mentions "develop and document... policies... according to changing needs" [51] , implying adaptability and formalization).
- **Child Safe Practices:** DCS expressly adopts the NSW Child Safe Standards (as of 2019 law). The library's PD emphasizes a commitment to "Child Safe Standards" [11] . Staff and volunteers in the library all require WWCC clearance. The environment is monitored (e.g. senior students are supervised). Librarians must report any concerns per the school's Child Protection policy (the Annual Report confirms regular training in child protection).
- **Volunteer/Working with Children Policy:** The existence of volunteers means DCS's volunteer policy (for example, supervision and fingerprint checks) applies. While not library-specific, PDs imply volunteers are handled responsibly [48] .
- **Other Relevant Policies:** School-wide policies on Behaviour, Wellbeing, and Health/Safety apply in the library too. The TL likely contributes to policies for study center behavior, internet safety (digital citizenship), and usage of space after hours. The "Guidelines of Use" on OurDCS cover many legal bases (see above).

Open Questions & Queries for DCS

Many operational details remain internal. The following are key questions we **could not verify publicly**, along with recommended direct inquiries to DCS staff:

- **Library Management System (LMS) Details:** We have strong evidence it is Functional Solutions SmartSuite [5] , but we would still ask for: *Confirmation of the LMS product and version, and any login URL or portal for the OPAC.* (For example: "We believe DCS uses SmartSuite/SmartLibrary – could you please confirm and provide the OPAC link?")
- **Circulation Rules:** *What are the borrowing periods by year level, renewal policies, and fine/replacement charge structures?* These are usually in a "Library Handbook." The PD suggests these exist, but we found none. We should request the official rules or handbook.
- **Digital Resources List:** *What eBook/audiobook platform does DCS use (e.g. Wheelers ePlatform, OverDrive/Sora, etc.)? What licensed databases and streaming services are available?* The TL/LA would have that info.
- **Timetable and Hours:** *How is the library scheduled?* (e.g. fixed library classes vs. drop-in, library open hours, and after-school study center schedules). *How many staff cover these hours, and is the LA present at all times?*
- **Staffing Structure:** *Besides the TL and one LA, is there any additional library staff?* The PD and materials suggest just one of each, plus volunteers. But clarification is needed (e.g. is there a second LA or part-timer?).
- **Volunteer/Monitor Programs:** *How are student library monitors selected and trained? What do parent/ community volunteers do, and how are they vetted?* The PD mentions these programs [48] [56] , so a clarification of scale and guidelines would help.
- **Collection Statistics:** *What is the total size of the collection (items count)? How many fiction vs. nonfiction? Any notable special collections (e.g. Rapid Reading, Christian literature)?* If publicly shared

stats exist (sometimes on MySchool or annual report), we didn't find them. Asking for an overview would be valuable.
- **ICT Environment (Library Intersection):** *What authentication/VDI is used on library computers?* We know Microsoft ADFS is the portal SSO [3], but what about student logins on library PCs? Are they domain accounts? We should confirm. Also: *Who manages network filtering and what web filter provider is used in the library?*
- **Device Policy:** *Does the school run a formal BYOD program?* The 2017 Annual Report noted a planned evaluation [18]. We'd ask: do students bring devices to the library, and how are they managed?
- **Printing/Scanning:** *Is student printing from library computers allowed and how?* (We learned about Papercut at a technical level [7], but what is the student workflow?)
- **Performance & Feedback:** *How is library staff performance evaluated?* The Annual Report hinted staff want more feedback; we could ask how the TL/LA receive reviews or mentoring in practice.

Best Person(s) to Ask: The current Teacher-Librarian (name withheld for privacy) or the Business Manager (who handled tech upgrades [57]) would likely know all the above.

Note: In drafting an official inquiry or visiting DCS, framing questions around collaboration ("I want to ensure alignment with your existing practices") is advised.

Appendix: Evidence Log & Query List

- **Dubbo Christian School – DCS Home Page (Facilities, About, Employment etc.)** – [www.dubbocs.edu.au] (accessed 2025-11-26). Provides basic site structure. *No explicit library info, but confirms Schoolbox link and menu structure.* [58] [59] (Conf: High)
- **Dubbo Christian School – Teacher-Librarian Employment Pack (2025)** – PDF [wp-content/uploads/2025/08/DCS-Teacher-Librarian-Employment-Pack-2025-1.pdf] (accessed 2025-11-26). Contains detailed TL position description. Key quotes: leadership of library team, Senior Study, volunteers, IT systems, policies [44] [9]. (Conf: High)
- **Dubbo Christian School – Library Assistant Position Description (Nov 2020)** – PDF (user-upload). Lists LA duties. Confirms use of "SmartLibrary" system and equipment, plus tasks like overdues, stocktake, study supervision [5] [39]. (Conf: High)
- **Dubbo Christian School Annual Report 2016 (NSW Reg. Req.)** – PDF [whitepages] (accessed 2025-11-26). Lists school priorities (BYOD evaluation, new SIS) [60]. (Conf: Med)
- **Dubbo Christian School Annual Report 2017** – PDF [acnc storage] (accessed 2025-11-26). Mentions training in OurDCS & Sentral [4] (confirming these systems). (Conf: High)
- **Dubbo Christian School Annual Report 2018** – PDF [australianschoolsdirectory.com.au] (accessed 2025-11-26). Shows implementation of new SIS and "Further implement Sentral" in 2019 priorities [61]. (Conf: Med)
- **OurDCS Login Page** – (ourdcs.dubbocs.edu.au) (accessed 2025-11-26). The footer shows "Schoolbox 25.0.9" and a "Single Sign-On" option [1]. (Conf: High)
- **OurDCS Guidelines of Use & Privacy Policy** – (ourdcs.dubbocs.edu.au/policy) (accessed 2025-11-26). School-wide technology use policy. Emphasizes legal compliance (copyright, privacy) [13]. (Conf: High)
- **OurDCS ADFS Login (Microsoft)** – sts.dubbocs.edu.au (accessed 2025-11-26). Shows Microsoft sign-in interface ("©2018 Microsoft") [3], indicating integration with Azure/ADFS. (Conf: High)

- **Viatek Case Study (Dubbo Christian School)** – viatek.com.au (accessed 2025-11-26). Describes DCS's print solution upgrade. Cites use of **Papercut** with Fuji Xerox MFDs, follow-me printing and $5,000 savings [7] [8] . (Conf: High)
- **Dubbo Christian School Employment Page** – (dubbocs.edu.au/employment/) (accessed 2025-11-26). (Attempted; not retrievable). Listing of career areas includes Library, ICT, etc. (Not directly cited.) (Conf: Low)
- **DCS (Facebook Page)** – facebook.com/DubboSODE (citing post titles). E.g. "New books... Visit your student portal to access the library's full catalogue" (accessed indirectly). No direct quotes captured. (Conf: Anecdotal)

Search Queries Used:
- site:dubbocs.edu.au library resource centre
- site:dubbocs.edu.au SmartLibrary
- "Dubbo Christian School" SmartLibrary SmartSuite
- "Dubbo Christian School" library OPAC catalogue
- Dubbo "After School Study Centre" library
- "Dubbo Christian School" BYOD ICT
- Dubbo Christian School Sentral SmartSuite Schoolbox
- Dubbo Christian School Teacher Librarian PDF
- "Dubbo Christian School" Papercut Viatek printing
- Dubbo Christian School Annual Report DCS

(All URLs were accessed in late Nov 2025. Direct quotes are cited above. If specific details are needed, we recommend contacting DCS directly.)

Draft Email to DCS Library/ICT Staff

Subject: Inquiry: Dubbo Christian School Library & ICT Systems

Dear [Teacher-Librarian's Name] / DCS Library Team,

I am joining Dubbo Christian School as [your prospective role: e.g. Teacher-Librarian & ICT Coordinator] and would greatly appreciate clarification on some practical matters in the library and ICT. To prepare for the role, could you please provide information on the following:

- **Library Management System & OPAC:** What LMS does our library use (e.g. SmartSuite/SmartLibrary)? Is there a public catalog link or Schoolbox integration for students to search?
- **Circulation Rules & Handbook:** Could I have the current borrowing policy (loan periods, renewals, fines/replacement costs)? Is there a Library Handbook for staff/students?
- **Digital Resources:** What eBooks/audiobook platform(s) and databases does DCS subscribe to? (e.g. Wheelers ePlatform, OverDrive/Sora, ClickView, Britannica, etc.)
- **Timetable & Hours:** How is the library scheduled for classes and study periods? What are the daily hours and after-school Study Centre schedule, and how are coverage/hours divided among staff?

- **Volunteers & Monitors:** How are library monitors selected and managed? Are parent or community volunteers regularly involved, and what roles do they perform?
- **Collection Stats:** If available, could you share approximate collection sizes (total items, fiction vs non-fiction)? A high-level overview would be helpful.

In addition, since my role also involves ICT, I have a couple of ICT-related questions:
- **Device & Network Policies:** Does DCS have a formal BYOD policy? What filtering or web-security system is used on student devices?

Your guidance will help me integrate smoothly into the library/ICT team. I am eager to align with the school's established processes. Thank you for your assistance.

Sincerely,
[Your Name]
[Contact Info]

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1 2 OurDCS

https://ourdcs.dubbocs.edu.au/login/

3 Sign In

https://sts.dubbocs.edu.au/adfs/ls/?
SAMLRequest=fZJJb8IwEIXv%2FArkO1lMSMECJApdkChEQHvopXKSoVhK7NRjd%2Fn3DXFbuqjM8Xm%2Bp%2FdGHiIvi4pNrNnLNTxZQNNq1%2FNaFhJZ8zg

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https://acncpubfilesprodstorage.blob.core.windows.net/public/e17f64d3-38af-e811-a963-000d3ad244fd-a5f75631-f887-4629-a740-35281e051c46-Annual%20Report-fa2c0e07-46b0-e811-a95e-000d3ad24c60-DCS_Annual_Report_2017_Final.pdf

5 6 11 15 16 17 23 26 27 28 32 34 38 39 40 45 46 48 Position Description-DCS Library Assistant 201111.pdf

file://file_00000000ea00720787e8aecb407430ec

7 8 42 57 Dubbo Christian School - Viatek

https://viatek.com.au/?case-studies=dubbo-christian-school

9 10 14 19 20 21 22 24 25 29 30 33 35 36 37 41 43 44 49 50 51 52 54 56 dubbocs.edu.au

https://www.dubbocs.edu.au/wp-content/uploads/2025/08/DCS-Teacher-Librarian-Employment-Pack-2025-1.pdf

12 47 dubbocs.edu.au

https://www.dubbocs.edu.au/wp-content/uploads/2025/07/DCS-Primary-Teacher-Employment-Pack-2025-1.pdf

13 53 55 OurDCS

https://ourdcs.dubbocs.edu.au/policy

31 [PDF] DUBBO CHRISTIAN SCHOOL

https://www.australianschoolsdirectory.com.au/schools/756-1589156124-brochure.pdf

58 Dubbo Homepage - Dubbo Christian School

https://www.dubbocs.edu.au/

59 Facilities - Dubbo Christian School

https://www.dubbocs.edu.au/facilities/

[60] Microsoft Word - DCS Annual Report 2016 Final.docx

https://s0.whitepages.com.au/02ecb9ef-0626-4ae0-ab7c-874e2e1ac238/dubbo-christian-school-document.pdf

[61] australianschoolsdirectory.com.au

https://www.australianschoolsdirectory.com.au/schools/756-1587437331-brochure.pdf