

# Library Policy

<b>Review Date</b>	October 2015	<b>Leader of Policy Review</b>	Mr G Hughes
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## MISSION STATEMENT:

The Library aims to provide a modern multimedia resource centre and a welcoming, inclusive learning environment which is central to the school, actively supporting teaching and learning within the school, recognising and valuing each individual as a lifelong learner, supporting the development of independent learning skills and fostering an interest and enjoyment of reading in all its forms. We are committed to equality of access and aim to offer opportunities for all students to take responsibility for their own learning and recreation, effectively and with enjoyment.

## AIMS:

1. To support teaching and learning within the school.
2. To support and encourage, in partnership with teaching staff, the development of independent learning skills, helping students to be critical and creative users of information.
3. To provide a welcoming and supportive, stimulating and structured learning environment which encourages all students to reach their individual potential.
4. To encourage an appreciation and enjoyment of reading in all its forms and to encourage use of the Library by all members of the school community.
5. To create opportunities for students to develop their self-confidence, self-respect and sense of responsibility.

Librarian – Mrs Sally Young

Line Manager: Mr Geraint Hughes

Revised: Autumn 2015

## STRATEGIES FOR IMPLEMENTATION:

1. To support teaching and learning within the school by:
  - providing proactive services which are tailored to, and responsive to, the needs of the whole school community.
  - providing access to a wide range of targeted materials to support teaching and learning within the school at all ability levels
  - consulting with Heads of Department and other teaching staff regarding appropriate resources to support curriculum work
  - ensuring that all resources are maintained to a high quality
  - editing stock on the basis of the following criteria: physical condition, currency of information or its potential to mislead, relevance to current curriculum, and frequency of borrowing
- Implementing the following loans procedure:

Loans procedure:

  - To ensure the best possible access to resources, the borrowing limit is currently set at two items for students in Years 7 and 8, three items for students in Years 9, 10 and 11, and six items for students in Years 12 and 13.
  - Flexible loans, including short loan and reference, are used to maximize the use of stock, according to curriculum demand. The standard loan period is two weeks for students in Years 7 and 8, and three weeks for students in Years 9 to 13.

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- The borrowing limit for staff is currently ten items. Provision can be made should more be required. The loan period for the resources can also be negotiated.
- Resource boxes to support a particular topic or genre can be arranged, with resources selected by the Librarian to target the appropriate age and ability levels.

2. To support and encourage, in partnership with teaching staff, the development of independent research and learning skills by:

- providing assistance and support to students and staff throughout and beyond the school day;
- emphasizing essential transferable research and critical thinking skills. The Librarian works with departments to develop induction and learning skills programmes to introduce and reinforce the skills students need to become lifelong learners, evaluating the programme with the departments concerned and reviewing it for future use;
- providing strategies to combat breach of copyright and plagiarism.
- providing support for library-based lessons, the precise nature of this support being determined through discussion with the lesson teacher beforehand.

3. To provide a welcoming and supportive, stimulating and structured learning environment which encourages all students to reach their full individual potential by:

- ensuring maximum access for the whole school community to resources and services, with the Library open before, during and after school.

At present, the opening hours are as follows:

Monday to Thursday: 8.30 – 4.30

Friday: 8.30 – 4.00

The library is available to all students at all times with the exception of lunchtimes, which are accessed on a rota system:

Monday lunchtime – Year 7

Tuesday lunchtime – Year 8

Wednesday lunchtime – Year 9

Thursday lunchtime – Carnegie Reading Club

Friday lunchtime – Years 10 and 11

If students from Years 10 and 11 need to use the library during lunchtimes other than Friday, they can do so by making appropriate arrangements with the librarian.

Accommodation:

- The Library seats approximately 80 students.
- In order to meet the many and varying demands placed upon it and to maintain the correct, positive learning ethos of the Library across the school, it is important that the Library does not become:
  - a 'dumping ground' for unsupervised or badly behaved students
  - a detention area
  - a classroom (other than for research or independent learning lessons)
  - an alternative computer room
  - a sixth form recreation area

Use of the Library:

- The use of the facility for teaching staff to book the Library for research-based lessons and to send small groups of students for research during lessons is encouraged
- The library is available as frequently as possible for Sixth Form quiet independent study throughout the day

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- The Library is an area where the whole school community can expect to find and maintain a quiet, not silent, working environment, which is conducive to learning and recognizes the needs of all library users. Noisy or disruptive students will be asked to leave.
- All students are expected to display the same levels of respect and behaviour to the Librarian and library as they would to all other areas of the school as per the whole school positive behaviour policy.
- For students choosing to disregard this policy, actions will be applied in the same way as elsewhere in school, including restricting access to the Library.

4. To encourage an appreciation and enjoyment of reading in all its forms and to encourage use of the Library by all members of the school community by:

- Selecting resources aimed at encouraging and challenging literacy through reading for pleasure:
- Fiction stock will be chosen to support the recreational reading of all ages in the school, including adults
- Non-fiction resources will be chosen to support and extend students' leisure interests and to broaden the breadth and depth of their knowledge and understanding
- The library will maintain displays to draw attention to new stock, current themes and award winning authors.

5. To create opportunities for students to develop their self-confidence, self-respect and sense of responsibility: Student librarians are recruited each year. After training, they have the opportunity to become involved in various library tasks at break times and lunchtimes, and to assist with tasks during Book Club and Homework Club.

## ROLE OF THE LIBRARIAN:

The Librarian is employed full time, term-time only.

The role of the Librarian is to:

- work closely and proactively with teaching staff to provide professional services and facilities in support of learning across the whole school.
- lead the development and promotion of the Library.
- be responsible for the strategic and day-to-day management of the Library.
- manage the Library budget effectively in accordance with school procedures and principles of best value.
- support the curriculum across the school in order to enhance the learning experience of every student.
- exploit every opportunity to promote the Library, its stock and services.

The Librarian is line managed by the Assistant Headteacher.

## MONITORING AND EVALUATION:

It is essential that the Library constantly reviews the quality of its provision and identifies areas for improvement. Only then can it be in a position to respond to current needs, anticipate and address future needs and ensure the highest levels of satisfaction among the whole school community.