

# Library Policy

<b>Review Date</b>	March 2026	<b>Leader of Policy Review</b>	Mr. P. Connolly
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## MISSION STATEMENT:

The library aims to provide a modern multimedia resource centre and a welcoming, inclusive learning environment which:

- supports the whole school mission of promoting the development of skills needed for a lifetime of learning
- actively supports teaching and learning within the school
- recognises and values each individual as a lifelong learner
- supports the development of independent learning skills
- fosters 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, 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 P Connolly

Revised: Spring 2022

## 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 Subject Leaders and other teaching staff regarding appropriate resources to support curriculum work
  - ensuring that all resources are maintained to a high quality
  - editing stock based on the following criteria: physical condition, currency of information or its potential to mislead, relevance to current curriculum and frequency of borrowing

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- providing access to IT resources to support teaching and learning. Students make use of the downstairs computer room, both inside and outside school hours, for purposes including research, homework and access to the on-line Accelerated Reader scheme.
- assisting with the Y7-9 form time reading groups three mornings a week. This reading support programme helps students to better access the curriculum and promotes greater confidence with reading.

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 through the development of induction and learning skills programmes. Year 7 students attend a library induction lesson during the first week at school, timetabled to take place during English lessons. Students starting mid-way through the school year receive an individual induction and tour of the Book House.
- 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, supportive, stimulating and structured learning environment which encourages all students to reach their full individual potential, make friends and develop social skills by:

- ensuring maximum access for the whole school community to resources, extra-curricular clubs and services, with the library being open before, during and after school.

The opening hours are as follows:

Monday to Thursday: 8.30am – 4.15pm

Friday: 8.30am – 3.45pm

The library is open to students of all year groups before and after school every day.

A rota system operates during break and lunch times as follows:-

Monday break and lunch – Lower school

Tuesday break and lunch – Upper school

Wednesday break and lunch – Lower school

Thursday break and lunch – Upper school

Friday break and lunch – Year 7 only

The rota system does not apply to students from Years 12 and 13, who are able to access the library at any time, as and when they need.

Accommodation:

- The library seats approximately 50 students
- If students from Years 10 and 11 need to use the library during break or lunch times other than on a Tuesday or Thursday, they can do so by making appropriate arrangements with the librarian

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## Use of the library:

- The use of the facility for teaching staff to book the library for research-based lessons is encouraged. Small groups of students may carry out research in the library during lesson times when pre-arranged with the class teacher
- The library is available as frequently as possible for sixth form quiet independent study throughout the day
- 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 in the library as they would in 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:

- Promotion of the Accelerated Reader scheme to lower school students. Reading levels for students are measured four times a year by means of STAR tests, on-line adaptive reading level assessments. Students select books from a range of titles at the correct reading level and sit on-line Accelerated Reader quizzes on completed books. Reading levels, progress and growth are tracked from Year 7 through to Year 9. Our Librarian shares progress and growth reports with key staff and students needing additional literacy support are identified and monitored by the Literacy Coordinator. Our Librarian liaises closely with staff delivering literacy support programmes.
- Promotion of myON, an extensive virtual library which includes a vast selection of non-fiction titles and many of the Classics. Students can access myON from any digital device, both inside and outside school hours, read their chosen titles on-line, and then sit the associated Accelerated Reader quizzes. MyON can be accessed by all students from Year 7 through to Year 13
- Promotion of the Articles library, an on-line collection of short non-fiction research papers covering an array of scientific and historic topics in addition to current affairs news items. The Articles library is also linked to the Accelerated Reader scheme, meaning that students can access the Articles and then sit the associated Accelerated Reader quizzes.
- Selecting resources aimed at encouraging and challenging literacy through reading for pleasure. Students are involved in the selection of titles and have the opportunity of suggesting specific books, genres and authors
- Fiction stock is chosen to support the recreational reading of students of all ages and abilities in the school
- The library co-ordinates with the Dyslexia Resource to supply a range of dyslexia-friendly books
- The library co-ordinates with the Diversity and Inclusivity Lead to supply a range of inclusive LGBTQ+ friendly books
- Non-fiction resources are chosen to broaden the breadth and depth of students' knowledge and understanding and to support and extend their leisure interests
- The library maintains displays to draw attention to new stock, current themes and award-winning authors

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- Promotion of library stock and activities by means of induction visits, clubs, events and promotional activities by the student librarians

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 running and/or leading extra-curricular clubs. Popular extra-curricular student-led clubs include Reading, Chess, Dungeons & Dragons, UNO, Eco, Warhammer and Board Games clubs. They also assist with school events such as World Book Day and Safer Internet Day. The library provides opportunities for volunteering for students working towards their NBQ qualifications at both GCSE and A level, and for young people participating in the Duke of Edinburgh award schemes. Work Experience placements are also offered to students.

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
- 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
  - Overdue procedures – students are reminded via form tutors when books are two weeks overdue; and then if necessary by the Student Support Officers after a further two weeks. E-mails are sent home to parents / carers if books remain overdue six weeks after the return date

ROLE OF THE LIBRARIAN:

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

The role of the librarian is to:

- promote the enjoyment of reading
- operate and maintain Eclipse, the Library Management System
- support the English Department in management and promotion of the Accelerated Reader programme
- support the English Department in the administration and promotion of myON and the Articles collection
- manage the stock of fiction, non-fiction and reference titles
- 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
- maintain an orderly and purposeful learning environment
- 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

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- promote extra-curricular clubs running out of the Book House and register student attendance
- assist with the Y7-9 form time reading groups

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.

Administration Use	
Statutory/Non-Statutory:	Non-Statutory
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