



SCHOOL LIBRARY POLICY

Date of Last Review: February 2016

Date of Next Review: February 2019

Responsibility: Ms E. Roberts

Advisory Body Signature:

Mission Statement

The Libraries exist to support the effective teaching and learning of pupils by providing opportunities for active and reflective skill development, and promotion of a reading culture across the school.

Aims

The school Library service supports the aims of the school. In particular the school Library service aims to provide opportunities for every child to fulfil their potential.

Objectives of the school Library service

- To provide a central resource for the whole school curriculum and ethos.
- To be an integral part of the teaching and learning styles and activities of the school.
- To focus on development of the 'Five Rs'- Readiness, Resourcefulness, Resilience, Responsibility, Reflection.
- To provide opportunities for Assessment for Learning.
- To provide opportunities for the individual to read more widely and think more deeply.
- To provide opportunities for leisure and recreational reading.
- To support staff in achieving these objectives.

Structure of the school Library service

The school Library service consist of two Libraries. The Discovery Library serves KS3 students, Years 7-9 aged 11 to 14 and staff. The War Memorial Library serves KS4 and 5 students, Years 10-13 ages 15 to 19 and staff. The Staff Development Library is housed in the War Memorial Library.

Management

The Libraries are staffed by a full time Librarian and a full time, term time only Assistant Librarian. Library staff work as a team, collaborating fully on all matters, with the Librarian, as a head of department, taking final responsibility for ensuring the Library fulfils its objectives. The Librarian is responsible to the Headteacher for the implementation of agreed policies. The Librarian's line manager, as designated by the Headteacher, meets with the Librarian on a fortnightly basis.

Staff Development

Library staff participate in the Performance Management Scheme.

The Librarian and the Assistant Librarian attend all Full Staff Meetings and INSET days. This enables Library staff to gather information and participate fully in school life.

Opening Hours

The Library service opens at 8.00 am and closes at 4.00 pm Monday – Friday.

Membership of the Library service

All members of staff and pupils belong to the school Library service and may borrow.

Users of the School Library

- Pupils in tutor groups during registrations.
- Classes during lesson time.
- Pupils individually and in groups of up to six during lesson time and registration.
- Pupils informally before and after school and at lunch time.
- Sixth form pupils during independent study periods.
- All staff, including Teaching Assistants and Associate Staff, for teaching, professional and personal needs.
- Careers Advisors.
- Modern Foreign Language ‘conversation’ assistants.
- Mentors.

Resources

Range

The Libraries stock a range of fiction and non-fiction books, CD books, newspapers and magazines. An ‘Information File’ containing leaflets, newspaper cuttings and free literature from various sources is maintained in the Discovery Library. A Guided Independent Study resource for Post 16 students is maintained in the War Memorial Library along with a dedicated Careers Library. The Staff Development Library holds stock relevant to staff development and teaching.

Stock Selection

Materials are selected wherever possible in consultation with the relevant teaching staff.

The resource needs of the school community are also met by selecting stock through information gathered via the suggestion box, in response to requests for information and recommendations solicited personally by Library staff. Note is taken of popular titles via loan statistics. Textbooks are not normally purchased for Library stock since it is assumed that pupils already have access to these resources in the classroom. However textbooks to be lodged in the Libraries can be purchased by Head of Department.

The Staff Development Library stock is selected by the member of the Senior Management Team responsible for staff development. Material is passed to the Librarian who manages the day to day running of the Staff Development Library.

The following issues are taken into consideration when selecting resources:

- Content, currency, bias, ability/age ranges, text, illustrations, index, contents, quality of production.
- What else is published on the subject.
- Variety of media.
- Curriculum needs.
- Resources already available in the Library and elsewhere in the school.
- Wherever possible the collection should reflect the density of study throughout the school.
- Leisure needs and personal development.

Stock Maintenance

Stock maintenance and editing is carried out on a continuous basis. Wherever possible material is weeded by both Library staff and relevant teaching staff, and the future of the item decided in collaboration. The following factors are taken into account when editing stock.

- Date
- Balance of ideas, values and viewpoints.
- Relevance to the curriculum.
- Relevance to ethos of the school.
- Physical condition.
- Replaceability.

Monitoring and evaluation

It is essential that the Library constantly examines critically and 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. This is done through regular Library staff and line management meetings.