

Library Policy

November 2009 –

Aims

- The aim of the Secondary School Library is to provide access to resources to support the curriculum from years 3 to 13 within a welcoming environment conducive to learning, as well as to provide a collection of literature that inspires and challenges readers of all ages whilst reflecting the cultural diversity of the School's community.
- The School Library is important to the learning outcomes of the School. It supports the teaching and learning in the School and provides pupils with the freedom to make their own choices about reading and learning experiences.

Objectives

- To give pupils the opportunity to extend their reading experiences, discover and use information and learn research skills.
- To select, assess and review resources so that they meet the needs of the users, to reflect a balance between supporting the curriculum, literacy in English and recognising the special expertise of pupils in languages other than English.
- To organise the library to enable effective use with the application of appropriate computerised library management and security systems.
- To be responsive to educational and technological change with a constant process of self-review and evaluation.
- To play a key role in making the most of the opportunities offered by ICT in providing access to information and supporting the development of skills needed by pupils.
- To facilitate a textbook loan facility to senior school pupils.

Accommodation

- The Library is located on C Floor, where it is easily accessible to all classes and pupils.
- The Library has:
 - Fiction collections in English for KS2, KS3, KS4 and the sixth form. There is a collection of literature in other languages. There are non-fiction collections for KS2/3 and KS4 and the sixth form. Books are shelved using the Dewey Decimal Classification Abridged 13. Current issues of periodicals are displayed and back files are maintained.
 - A photocopier
 - A Careers section – this is not run by library staff.
 - In ERIC (Electronic Retrieval of Information Centre) there is access to the school network for Senior School pupils. All pupils must sign an Acceptable Use Policy and access to the Internet is routed through an internet content filter. There is monitoring software in place. There are 15 computers with a printer sited at the Library counter.
 - Study space is contained within an open plan environment. There are 8 study carrels for silent study and large tables with seating for 62 pupils.

Learning Resources

- The Librarian has overall responsibility for selection.
- Wherever possible curriculum relevant material is purchased on the recommendation of teaching staff. Specific curriculum subject areas and interests are targeted each year.
- Fiction is bought acknowledging that quality is important, but that there must be a balance in the stock between easy reading and the more challenging: There must be books suitable for every pupil. Fiction titles are chosen from reviews in professional journals, websites and English Department teaching staff. Recommendations by pupils are encouraged. Titles must be appropriate for the age group of our pupils,

with suitable use of language and have 'readability', be attractive to pupils, give value for money and fairly represent different cultures, religions, gender and disabilities.

- The budget is decided by the Head of the Senior School and the Head of the Junior School in discussion with the Librarian.
- Stock editing for curriculum areas is carried out with the help of teaching staff. General Fiction is edited with the help of the Head of English. Other fiction collections are edited by the Librarian on an annual basis.
- Learning resources are available as books, periodicals, newspapers, CDs and DVDs.

Organisation

- The Non Fiction books are arranged using DDC Abridged 13.
- A small collection of reference books are also arranged using DDC.
- Although books for the curriculum centre are classified using DDC they are shelved in IB subject order, along with the back files of periodicals purchased for the IB. This is done to maximise use of these resources.
- Fiction is shelved in the alphabetical order of author's surname. There are separate collections for Adult and Classics (General Fiction), Teenage(13+), Young Adult(10+), Graphic Novels and Quick Reads, Junior(7+) and Junior Picture Books.
- A further collection contains readers for second language pupils and dual language titles. These books are shelved either according to the level or the mother tongue.
- There are shelf labels, a map on the OPAC and a user guide to help pupils locate material.
- The Alice library management system is in use. It has an online catalogue, automated circulation and barcode scanner.

Management and Staffing

- The Deputy Head line manages the School Librarian.
- Attendance at Senior School Staff Meetings links the Library Service to its users
- A Librarian has responsibility for managing the Library.
- The Library is open from 8.35 – 5.00.
- On Monday the library closes at 3.35 to allow the Librarian to attend staff meetings.
- Supervision in the Library is done by the Librarian except when the library is used by classes. When a class is using the Library either for quiet reading or for research purposes, then supervision is jointly by the class teacher and the Librarian.
- Pupils can work in the Library for CAS service hours.

Library Use and Curriculum Support

- By encouraging literacy with the regular purchase, recommendation and display, of a wide range of new reading material throughout the year to stimulate and maintain an interest in reading.
- By liaising with the English Department and with lessons time tabled into the Library in KS3, where students spend this period choosing and reading books.
- By liaising with the Head of Junior School to be able to support initiatives and developments in the JS curriculum.
- By supporting pupils as they work independently in ERIC, searching for information and preparing course work.
- By collecting resources for subject and class teachers to use for LSSS, LSJS and SGN. By working with those teachers, when bringing classes into the Library and ERIC to research a topic.
- By liaising with teaching staff when purchasing new resources and stock editing.
- By providing resources for pupils to use for homework both at home and after school.
- By evaluating quantitative and qualitative data on the amount and type of use

This policy will be updated periodically by the Librarian in conjunction with the Deputy Head.