

## **LIBRARY POLICY**

*' A statement of the Library's place  
and purpose within the school'*

### **Rationale**

The governing body believes that the Library should be the central information resource for the whole school, managed by a Librarian and providing materials and facilities to support the curriculum and help form the habit of independent lifelong learning.

### **Guidelines**

- 1 To provide a service consistent with school aims to all staff and students across the curriculum.
- 2 To select, acquire and maintain a well-balanced up-to-date stock of materials relevant to the curriculum and suitable for the age range and abilities of the students.
- 3 To liaise with teaching staff particularly Subject Leaders, in providing resources both for the curriculum and in support of professional development.
- 4 To support staff and students in study programmes, both individual and class.
- 5 To develop library and information-skills programmes, particularly for Year 9 and Sixth Form, to enable each student to locate, retrieve and process information.
- 6 To provide a pleasant, quiet, and comfortable working environment conducive to structured and purposeful use of the library, compatible also with more relaxed lunch time sessions.
- 7 To provide and promote a stimulating fiction stock to suit all tastes and to encourage reading and the enjoyment of literature.
- 8 To ensure that the Librarian attends relevant school meetings and professional training and development courses.
- 9 To make available sources of information from outside the school library, liaise with local public libraries, and create awareness of the wider role of libraries.
- 10 To inform staff of new resources.
- 11 To develop the use of and encourage familiarity with the ever increasing uses of IT.
- 12 To maintain and develop the Oliver automated library management.
- 13 To maintain library computers and printers on the school network in co-operation with IT Technicians.

- 14 To identify development needs.
- 15 To maintain opening hours which meet legitimate student needs both during and after the school day.
- 16 To support the Librarian's professional role with sufficient supervisory and clerical assistance.

## **Collection Policy**

### **1 Selection Criteria**

Material should be selected to fit the role of the library as outlined in the Library Policy. Consideration should be given to:

- 1 Currency and accuracy.
- 2 Bias (racist, sexist, political).
- 3 Price.
- 4 Physical format: durability and quality, presentation, quality of illustrations, typography, layout, maps and diagrams; quality of footnotes, references, bibliography, index.
- 5 Demand and requests for particular subjects.
- 6 Existing strengths and weaknesses of the collection.
- 7 Specific needs of students, eg learning support and minority groups.

Selection involves stock rejection and evaluation. In the case of controversial issues, material on both sides of the debate should be included.

Donations can be accepted with the Librarian reserving the right to place them in the collection or dispose of them. Criteria for retention should be generally the same as for purchase of new materials. Shabby or out-of-date items should not be retained.

### **2 Discarded Material**

'Weeding' is a continuing process which is necessary in order to maintain an up-to-date and attractive bookstock.

Books are weeded according to the following criteria:

- 1 Poor physical condition (books which are dirty, worn out, with pages missing, or vandalised.)
- 2 Duplicates of titles no longer in demand, including an older edition where a new one is available
- 3 Low number of loans.

4 Lack of currency. Out-of-date non-fiction should be replaced with current titles.

These criteria notwithstanding, lost or damaged copies of classics and standard reference texts should always be replaced.

Discarded books are stamped CANCELLED over ownership marks, all records withdrawn, and either sold at a library or boot sale, or sent to recycling facilities.

**Monitoring, Evaluation and Review**

The policy will be monitored, evaluated and reviewed triennially by the Library Committee.

**Dissemination of the Policy**

This policy is available on the school website, on request to parents, the LA and OFSTED through the Principal.

**Other policies that have relevance are:**

Curriculum

|                            |          |
|----------------------------|----------|
| Date approved by governors | Dec 2016 |
| Date for review            | Dec 2019 |