

LIBRARY POLICY

The Purpose of this Document

This document should guide and reinforce developments in the library. It should reflect the existing aims and ethos of Penglais School, so that the role of the library within the school is clearly understood.

The Role and Aims of the Library

The library exists to provide a service for all abilities and ages and to be supportive and accessible at all times.

Aims:

1. To respond to the needs of the curriculum so that adequate resources are made available to it, and to ensure that those resources are of the highest quality
2. To provide full and appropriate access to the following services
 - Loans Service
 - Reference and Assistance with Finding Information
 - To act as a gateway to external sources of information (including ICT based information)
3. To provide a welcoming, working environment
4. To promote literacy and encourage pupils to find an interest and enjoyment in reading

AIMS:

1. To respond to the needs of the curriculum so that adequate resources are made available to it, and to ensure that those resources are of the highest quality

Curriculum Relevance of Stock

To develop a curriculum focussed information collection which supports lessons and assists pupil learning. Stock in curriculum subjects will be predominantly suggested and selected by teaching staff.

Underpinning Educational Principles for Stock Selection

To purchase stock to meet the needs of pupils with a wide variety of reading ability recognising that many of our pupils suffer from literacy problems.

To select stock with high quality indexes, contents pages, etc. to facilitate information retrieval. Attention will also be given to purchasing material which is attractively presented in order to encourage pupils to read.

Quality Issues relating to Stock Development and Maintenance

Stock will be edited on the basis of the following criteria; physical condition, whether information is out of date or misleading, whether topics are still relevant to the school curriculum, whether stock is still showing evidence of value through being borrowed in the recent past.

2. Services:

Full and Appropriate Access:

The Library will be open to pupils throughout the school day. This will include breaktimes and lunchtimes and after school until 4pm. The Library aims to be flexible regarding hours of opening and will, where practical, take its lead from the expressed preferences of staff and pupils. During lesson times pupils will be required to bring a Library Permission Slip from the teacher who is responsible for them.

All pupils are welcome to use the Library. During lesson time (with permission) pupils may return and borrow books, read, use, the computers or undertake research.

Pupils using the Library during lessons remain the responsibility of the class teacher, and pupils who misbehave will be returned to class.

Years 7-11

Priority will be given to pupils from Years 7-11 during the lunch break. During this time, up to 60 pupils will be allowed to access the Library at any one time.

Years 12&13

With the expansion of the Sixth Form, the Library will need to be promoted for the specific purpose of 'quiet study.'

Library Bookings

The Library can be used by a whole class, this must be pre-booked at reception.

Teachers will be able to book the Library for the following types of use:

- Library based research
- Library based research with ICT elements

The Library will not be available for the following purposes:

- Isolation of pupils for misbehaviour or sickness
- A teaching room for other activities other than library based/ ICT work
- A detention area

Loans Service

The Library will provide a loans service to pupils and staff. Flexible loan arrangements will be used to maximise the use of stock, dependant on curricular demand. In order to meet the changing

requirements of different categories of borrower and to maximise the use of resources, borrowing rights will be differentiated by category and will be subject to regular review.

Reference and Assistance with Finding Information:

The Library will offer an information service which aims to meet the majority of curriculum generated enquiries, whilst also advising pupils on external sources of information where appropriate.

3. To provide a welcoming, working environment

Behaviour Management

The Library supports pupils' independent studies. Although quiet talking is permitted during breaktime and lunchtime, pupils will be expected to remain quiet during study time. Any pupils who are found to be distracting others or misbehaving will be dealt with according to the system of behaviour management in school.

Display and Guidance

Effective signs and labels are required to keep users informed and to aid the location and retrieval of information. Displays should promote the library effectively and raise awareness of new stock added. Displays should also be interactive where possible and complement cross-curricular initiatives.

To promote literacy and encourage pupils to find an interest and enjoyment in reading

Role of stock in offering opportunities to read for pleasure, increase literacy and self- development

To purchase stock which encourages and challenges pupils to extend literacy through reading for pleasure. This would include fiction and non-fiction resources chosen to support and extend pupils' leisure interests and to broaden the breadth and depth of their knowledge and understanding.

Resources

The library stocks several types of media:

- Books
- Magazines
- Web based resources
- Daily newspapers

The library will continue to build on resources with the eventual aim to stock CD's of music and the spoken word, DVDs, Shakespeare's and other dramatists' works and adaptations of novels.

Selection and Maintenance of Resources

The basic criteria for all stock selection in the library is to provide for the needs of pupils in the school.

The Librarian will ensure that appropriate resources are selected and incorporated into the Library. Such selections will reflect the overall priorities of the school and will be based on clearly identified areas for stock purchase over each financial year.

Selection Criteria

Materials from a wide range of fiction will be purchased, from purely popular and of wide appeal, to the more demanding material for the confident reader. All reading material, whether it is a daily newspaper, a non-fiction manual or a picture book is considered valid to the learning experience.

Fiction

An attempt has been made to separate what is considered to be 'older fiction' i.e. more suitable for young adults, but this cannot be 100% effective. The tastes of pupils themselves are taken into account and requests and recommendations for titles will be considered.

Even reading something 'too young' is at least reading and we can move readers forward by recommending other material. It should be noted that TV character books, American 'teen' series or books based on films are not excluded on grounds of poor literary merit.

Non Fiction

Non-fiction is chosen with pupils aged 13-18 in mind. Much of the material is suggested by staff but consideration is always given to student requests and provided the reasons for wanting the material in the library are reasonable and funds permit, the item will be bought.

Adult Themes

Material will not be excluded on grounds of bad language alone. Children's fiction, like any aspect of creative writing, reflects the society by which it is produced, and language which 10 years ago would have caused offence, is increasingly finding its way into fiction which has been written for children of primary school age.

Many items for older students deal frankly and explicitly with matters of sex and violence. When purchasing titles of this kind, consideration will be given to whether or not the sex or violence is introduced gratuitously or sensationally or whether it is integral to the story.

Material of this nature has a loan classification of Young Adult and the computerised system will allow only pupils of Year 10 and 11 to borrow it. Lower School pupils who wish to borrow Young Adult books will need to have a Parental Consent Form signed beforehand.

Reference Items

Stock in this area is reviewed on a regular basis and the format is changed when it is felt that currency and ease of use are best served by alternative means such as online access.

Acquisition of new material

When ordering, recommendations from pupils, individual staff and departments are taken into account. In addition, reviews, catalogues and other publicity materials are used.

Guidelines for disposal of stock

- some classes of stock may be sold or given away
- fiction books may be given away to form teachers or English staff for classroom use
- non-fiction may be donated to departments dependant on the content and physical condition

☒ the majority of stock is likely to be destroyed because it is unhelpful to give pupils dated and unattractively presented fiction or non-fiction

☒ decisions on disposal of stock are at the discretion of the librarian

Funding

The budget is around £2500. This covers all aspects of the library's work. Pupils are charged 10p for printing and photocopying. Colour printing is 20p.

Organisation

Finding Resources

The Eclipse library catalogue is available on all laptops in the library. The system allows searches by keyword, author, title, series or media. The classification system used is the Dewey Classification Edition 21, although more basic class marks will be used where possible. The library does not charge fines for overdue material. Returns are enforced by regular reminders to pupils. These are notes which are sent out to form classes. Letters will be sent home to parents when books have failed to be returned after two reminders

Regular stock checks ensure that the catalogue is as accurate as possible.

Fiction is shelved by genre; non-fiction by Subject area and Dewey Classification spine number.

Loan Periods:

Print Material (Fiction and Nonfiction):

14 school days

A-V resources (Videos etc):

Reference books (Eg. Dictionaries):

3 school days

Usually unavailable for loan although overnight loan can be requested

Returns/Reissues: All loans should be returned as soon as they have been used.

If required for longer, they can be reissued, providing they have not been reserved by another person.

Reservations: Items already on loan can be reserved

Recalls: All items will be recalled two weeks before the end of the school year. No loans will be permitted over the summer holiday.

Loan Limits are set at:

Year 7 – 11 2 items

6th Form and Staff 4 items

Loss of / Damage to Resources: All resources are for whole school use and should be handled carefully. Mistreatment or loss of any resource will result in

Library access being denied and replacement costs or repairs for damage being charged.

All items are issued at the counter, using user's school admission numbers.

Acceptable use of the Library

The library has its own rules. These must be adhered to at all times.

Liaison with departments and staff

The librarian will try to work with the subject departments where possible in order that pupils:

- have access to resources within the curriculum and beyond
- have their curiosity, interest and enjoyment in their own education stimulated and maintained

The librarian attends School Management Group meetings. Also subject departmental meetings whenever required.

Supporting the Curriculum

The library supports all staff, both teaching and non-teaching in their work. It would be helpful to the librarian if teachers might:

- include reference to the use of the Library and its resources in any departmental handbook. In practice this could be developed in the future by linking department websites to the library and (vice versa), by indicating specific resources, which are known to exist in the library or on the library's catalogue, and by regularly monitoring the type and availability of stock
- guide and support students in their approach to study and suggest how the library might assist in this plan suitable routes through a course of study, which will allow the best use of library resources **Co-operative Teaching**

Library support should be co-operative. The librarian and teacher are a team and may well share the planning and preparation of approaches to lessons, the purchase and withdrawal/disposal of resources, and the encouragement of individual pupils.

Responsibilities of teaching staff towards the library

In order for the library to function more effectively the librarian asks staff to inform:

- when they wish to book a class in for teaching or research work within the library
- when stock items are likely to be in high demand for a short period of time
- when there are changes in set texts/textbooks within a course
- when curriculum changes affect the library's stock
- which items they would like to see added to the stock or removed from it

Help in chivvying pupils to return overdue, in treating the library with respect and in the promotion of reading for pleasure is always appreciated.

LIBRARY POLICY PENGLAIS SCHOOL

RULES

Please ensure that you come to the library to either:

- **Study**
- **Read Books**
- **Borrow Resources**

Do not make it difficult for other people to work in the Library

Rules

1. Work quietly. Talking is not permitted during study time.

Quiet talking is permitted at lunch and breaktimes

2. Queue up outside the library quietly

3. Do not run around or play games

4. No eating or drinking. Bottled water is allowed at study desks but not near laptops. Fizzy drinks are not allowed

5. Return or renew books by the return date

6. Return books to the correct place on the shelf – (If you are not sure where this is, put them on the end of the counter)

To make the Library a pleasant place for all users, please

7. Bring a permission slip from your teacher if you need to visit the library during lessons

8. Mobile phones are to be switched off or put on silent Ipods/Mp3 players are permitted at lunch/break but not during lessons.