



PLYMOUTH HIGH SCHOOL FOR GIRLS

POLICY: Library Policy

SLT LINK MEMBER: Claire Eales-White

GOVERNORS SUB COMMITTEE: P & R

This policy was adopted/updated: May 2016

This policy will be reviewed: May 2018

Statutory Policy: NO

Source: School

Plymouth High School

LIBRARY POLICY

1. The Aims of the School Library

The Library is committed to supporting the mission statement of the school in providing the best possible education for its pupils so that they can become principled, confident and flexible adults. The Library exists to actively support and enhance learning and teaching within the school. It contains a wide variety of resources which aim to make learning an enjoyable experience, as well as encouraging reading for pleasure.

Mission Statement

The Library aims:

a) **To Support:**

To help pupils to develop the skills to access information efficiently and effectively, to evaluate information critically and competently, and use it accurately and creatively, encouraging them to become independent learners.

b) **To Promote:**

To encourage reading to support the curriculum and reading for pleasure; to promote the Literacy strand of the KS3 Strategy and KS4 by providing a broad range of fiction and non-fiction, both contemporary and classic; and to manage a rolling programme of new stock acquisitions which recognises the needs of both the reluctant and the voracious reader in a wide choice of genre across the school.

c) **To Respond:**

To provide a proactive and responsive service tailored to the needs of pupils, staff and curriculum areas, supporting staff by both sourcing and managing resources both in print and electronic form.

2. Management

In an increasingly chaotic information world, the Librarian as organiser, disseminator, selector, facilitator and trainer is increasingly recognised.

The Librarian is responsible for the running of the library and is line managed by the Assistant Head. There is a link to SLT via a Deputy Head and to the Governors via a Library Link Governor.

During lunchtimes the Librarian is assisted by trained pupil Library Assistants who provide a valuable service in manning the issue desk and helping to shelve books.

The Library is unique within the school as it is a department that collaborates with all subject departments.

3. Access

The Library is open from 08:30 to 16:45 every school day and until 16:15 on Fridays. Teachers can book classes in to use the Library resources by contacting the librarian. The Library is usually available to 6th form students for independent study throughout the school day unless an event, meeting or other activity is taking place or a teacher requests sole use for a class. Any students using the Library who are not with a Teacher are asked to sign in. Lower and middle school pupils must bring a permission slip from their Teacher to enable them to work in the Library during lesson time.

4. Library Use

During lesson time the Library is an area where pupils and staff should expect to find and maintain a quiet working environment conducive to learning. Pupils will be encouraged to recognize the needs of others and keep to a sensible level of noise in accordance with the School Behaviour Policy. At lunchtime and after school the atmosphere will be more relaxed so as to encourage recreational use of the Library, however the School Behaviour Policy remains in force to safeguard pupils and resources.

Pupils are asked not to bring food and drink into the Library and to leave their coats and bags in the storage facilities. 6th form students can listen to personal mp3 players as long as they do not disrupt others working in the Library.

The Librarian is available to guide pupils to resources within the Library, together with clear signage, copies of the subject catalogue and the online Library catalogue. Induction sessions are given by the Librarian to Year 7 and Year 12 pupils and Library Guides are available in leaflet format for pupils and staff.

The school community is kept informed of Library activities by regular updates through morning meetings and newsletters.

5. Accommodation

The Library seats 95 pupils including the 12 computer workstations and a soft seating area near the fiction section. Occasionally it is necessary to limit the number of students for Health and Safety reasons as the capacity of the Library is limited to 110 to comply with fire regulations. Fire exits are provided via the main entrance door and rear entrance, the route to the Fire Assembly Point in the main playground.

6. Resources

The Library aims to provide easy access to up-to-date, curriculum relevant, good quality, paper and electronic resources. It aims to balance material suitable to KS3, KS4 and Sixth form use.

The fiction stock will be chosen to support the recreational reading of reluctant readers, regular readers of all ages including adults, and those who might be termed gifted and talented. The Librarian keeps up-to-date with trends, series, Book Prizes and user suggestions, and monitor use to sustain an active, well-used stock.

Material deemed inappropriate under the equalities policy e.g. sexist, racist, homophobic or otherwise offensive or sexually explicit will not be accommodated. However, challenging or shocking material will not be excluded for these reasons alone and the Library will offer material outside the reader's normal experience to broaden and add depth to their knowledge and understanding. Sensitive material will be issued at the Librarians' discretion and a note will be made to parents in the pupil's planner.

Resource donations are always welcome however items are added to stock at the discretion of the Librarian.

Electronic resources such as subscriptions to Web based databases offer very current and comprehensive coverage. They also offer an important experience of technically advancing information skills. As electronic information retrieval will increasingly be the main path of information acquisition in most walks of life, and already is in Higher Education, these will be purchased where economically possible and the resource use will be monitored by the Librarians to assess future viability. Additionally, the Librarians will liaise with departments to source and seek the best discount for all information resources.

A range of magazines are taken on subscription and these are recreational or curriculum relevant. The Library will stock at least one newspaper daily.

Despite the additional costs of electronic resources the Library aspires to stock amounts of printed material per capita as per Chartered Institute of Library and Information Professionals (CILIP) recommendations (Barrett and Douglas, 2004). It is recommended that 10% of the Library stock is replaced annually, reflecting the need for stock to be in good condition, relevant and up to date.

The library has a stationery shop where students and staff can purchase a wide range of items to support their school work. The library shop is open on a Monday and Thursday lunch time.

7. IT Facilities

The Library will support and be proactive in the development of e-learning methods throughout the whole school curriculum. The Library provides supervised use and support for 12 networked computers, iPads and a printer/ photocopier for research and word-processing. The online public access catalogue, available through Oliver, is administered by the Librarian to provide access to resources and borrower information across the school network. The IT equipment is provided and maintained by the IT Technicians. Use of the IT equipment by pupils is regulated by the School IT Policy.

8. Deposits and return of books.

a) Post 16

Post 16 students pay a £40 Book deposit when joining the 6th form. This is to be paid in cash in a sealed named envelope through the library and is then retained by the school finance officer.

At the end of the sixth form a deadline to return all books will be set by the Head of sixth form, this will normally be after the exams have finished. If the books are not returned by this date, the cost price of the book(s) will be deducted from the original deposit and any further costs will be invoiced for. This may be escalated to the local authority debt collection service if any outstanding balance is not paid.

Providing there is nothing owed the sealed envelope is returned to the student by the finance officer once approval has been obtained from the library that all books have been returned.

b) Main School

Students in the main school do not currently pay a library deposit. However on entering the school in Year 7 parents are informed of the value of the student books and are advised that any damage or loss will be recovered from them.

9. Monitoring and Evaluation

The Library is included in the school's self evaluation process, contributing to the whole school Self Evaluation Form. Key strands are:

1. How high are standards?
2. How well are pupils' attitudes, values and personal qualities developed?
3. How effective are teaching and learning?
4. How well does the Library/Learning Resource Centre provision meet pupils' needs?
5. How well pupils are guided and supported?
6. How effectively does the Library/Learning Resource Centre work with parents and the community?
7. How well is the Library/Learning Resource Centre led and managed?

Pupils, staff and parents are always welcome to make book suggestions and comments about the operations of the Library. Various themed questionnaire surveys are regularly used to gain valuable feedback.

Reference

Barrett, Lynn and Douglas, Jonathan (2004) *The CILIP guidelines for secondary school libraries*, Facet Publishing, London.