



LEARNING & RESOURCE CENTRE (LIBRARY) POLICY

2020/2021

"What does the Lord ask of you? To act justly, to love
mercy and to walk humbly with your God."

(Micah 6:8)



The Aims of the School Library

The library exists to support and improve teaching and learning within the school. It provides a learning space for formal or informal study. The library should:

- develop young people's Information Literacy and study skills
- act as a place of safety for less confident and vulnerable pupils
- organise activities for pupils.
- provide books and other resources to support activities
- provide good fiction books to encourage reading for pleasure.

Mission Statement

The library aims to support pupils and help them to develop skills to find information efficiently and evaluate it independently. The library intends to promote both reading for pleasure and reading for research by holding up to date relevant stock. The library and its staff endeavour to provide a proactive and responsive service to all sectors of the school.

Access

The library is open from 8:15 to 15:45, Monday – Thursday and until 15:00 on a Friday. Students have individual access to the library before and after school and at break and dinner time. Teaching or learning support staff can use the library space in their lessons, but students are not permitted to work in the library without a member of teaching or learning support staff at these times.

Library Use

The library is a quiet and calm place for students to work in. Pupils are encouraged to consider others and keep to a sensible noise level. Pupils are asked not to bring food and drink into the library and not to have their mobile phones or mp3 players on and to turn the volume down on their tablets. When students begin at St Michael's, they are shown a copy of the library charter, which states what is expected of them and what they can expect from library staff in return.

A member of the library staff is always available to help pupils find the information they are looking for. Induction sessions are given to all Year 7 pupils.

The library has effective signage around the whole room, helping students to independently find their way around.

Pupils who do not normally use the library are encouraged to come in by promotional work, reading challenges and competitions.

Accommodation

The library should seat 26 pupils including study spaces and soft seating. Fire exits are provided via the main entrance staircase and the side exit, the route to the Fire

Point on the MUGA being through the main exit of the building. The library walls hold display boards; the displays are changed by the library staff regularly.

Resources

The library aims to provide easy access to up-to-date information.

The fiction stock is chosen to support reading for pleasure, reluctant readers, regular readers and gifted and talented students. The Library Manager keeps up to date with the latest trends, awards and series, along with popular books and pupil suggestions.

Material deemed sexist, racist, homophobic or otherwise offensive or sexually-explicit will not be accommodated. The library will, however, offer material that will go outside of readers' comfort zones and add depth to their knowledge.

Non-fiction is based on the curriculum but also includes material of general interest and difficult to tackle issues. The non-fiction stock is classified under the Dewey Decimal System.

DVD's are available to loan to students and staff (see DVD Lending Policy).

Audiobooks are available to loan to students and staff (see Audiobook Lending Policy).

The library also holds magazines which students can read whilst in the Library. These are to attract our more reluctant readers as well as provide a wider subject area for students wanting to read for pleasure.

Library staff encourage pupils to use their information retrieval/literacy skills to safely use the Internet and find trustworthy and relevant information. The library holds seven laptops for students to use for school work (see Laptop Lending Policy for more details).

Charges

There is a no fines policy, but a standard replacement fee of £5 for a lost book will be charged. This is charged via ParentPay and is done when the book is over 4 weeks overdue and, therefore, assumed lost or when a student reports the book as lost or damaged.

If a resolution cannot be found, Heads of Year will be contacted to find a solution.

Budget

The library was allocated £2000 for the financial year 2020/2021. This money is spent on keeping the fiction collection constantly updated. It is also spent on the introduction of audiobooks, DVDs, magazine subscriptions and various non-fiction resources.

Monitoring and Evaluation

The library's improvement is always monitored and strived for and often evaluated using CILIP's Guidelines on Secondary School Libraries.

Development

We will continue to build on last year's improvements by focusing on reading for pleasure to help increase literacy levels. Events and activities for students will be put on throughout the year.

Reference

Barrett, Lynn and Douglas, Jonathon (2004) *The CILIP Guidelines for Secondary School Libraries*, Facet Publishing, London