

Library Policy

A) Aims of the school library

1. To support teaching and learning across the school.
2. To encourage independent learning across the whole school and to support pupils as they develop their own personal learning styles.
3. To make best use of the allocated library budget when planning library provision.
4. To develop, maintain and provide access to a collection of resources that is appropriate to the curriculum taught in school and which reflects the academic ability of the pupils.
5. To promote a love of reading and research across the whole school.
6. To promote understanding of the resources available in the library.
7. To ensure pupils and staff can access resources effectively.
8. To raise the profile of the library and its resources through participation in local and national activities and schemes.
9. To contribute to the spiritual, moral, cultural, social development of pupils, in line with ethos of the school.
10. To strengthen links with other schools, the local community and other appropriate external agencies.

B) Key objectives

1. To provide a working environment that is conducive to research and private study.
2. To provide a wide range of resources in a variety of formats and media to fulfil the literary and information needs of the whole school.
3. Work with academic staff to plan the library's work to support curriculum delivery.
4. To liaise with staff in the renewal of library resources to plan for continual support of curriculum developments.
5. The librarian will consult staff and pupils in a variety of ways to ensure that the purchasing of resources reflects curricular and extracurricular demands of users.
6. To provide access to high quality non-fiction and fiction materials which pupils find intellectually and emotionally stimulating.
7. In addition to supporting the school curriculum, the library will make some provision of resources which reflect extracurricular activities at the school and the leisure pursuits of pupils and staff.
8. Provide library induction for new staff, contribute to Inset training as appropriate and use channels of information in school to distribute library information.
9. To contribute to teaching of independent learning and research skills through library inductions for new pupils and again upon entry into the Sixth Form, including: participation in Y7 Learning Skills; working with subject staff when they bring students to

the library, and supporting the research demands prompted by the St Katharine's Study component of the sixth form curriculum eg EPQ

10. To ensure a diversity of provision which reflects not only the academic ability and cultural background of pupils at the school, but which also engages them with issues in the wider world.
11. The library will encourage pupils to participate in events such as Abingdon Schools' Joint Author Visit and Carnegie Shadowing.
12. When appropriate, the library will host Oxfordshire School Library Association meetings, Oliver library management system usergroup meetings and will collaborate with local bookshops and Oxfordshire Public Libraries to promote reading activities and events.

C) Management and communication

1. If the library is to be successful in fulfilling its aims and objectives it is necessary for the department to be staffed by well qualified and suitably trained staff.
2. Staff working hours should be organised to provide supervised access to the library throughout the school day and after school until 5.30pm.
3. Whenever possible there will be at least one member of the library team available in one of the libraries to answer queries from staff and pupils.
4. The Librarian will attend staff meetings and Heads of Department meetings to ensure that there are regular opportunities for discussion about library issues and to maintain lines of communication with staff.

D) Accommodation and learning environment

1. The library provides quiet and silent areas for individual study and areas suitable for groups working at an appropriate level of noise for a library.
2. The library provides suitable storage for learning materials to be used by individuals, small groups or whole classes and the library can comfortably accommodate the over recommended ten percent of the school population at any one time¹.
3. Library staff will aim to maintain a pleasant environment with good lighting, unencumbered access to the stock on the shelves and adequate signage and shelf-guides.
4. Displays will be used to create an attractive and stimulating environment that enriches learning and encourages pupils to visit the library for work and for pleasure.
5. The fixtures, fittings and furnishings in the library should conform to current health and safety regulations.
6. The library should maximize the use of all of its resources by:
 - i) Providing open access storage suitable for all formats of learning resources for as much of the library stock as is possible in the physical space of the library.
 - ii) Facilitating access to free and subscription resources available in the School's e-learning environment.
 - iii) Providing support to users who wish to access information through training, electronic and print documentation, structured organisation and clear signposting of resources.

¹ Recommendation taken from *The CILIP guidelines for secondary school libraries, 2004*

- v) Ensuring that all resources are stored so as to be safely and easily accessible to all members of the School.
- vi) Using a variety of means to display and promote the range of resources of available.
- vii) Enabling pupils and staff to access resources from outside of the library via Oliver and the Intranet.

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Person responsible for review.....Librarian/Headmistress
Audience.....Staff / Parents