

Library Policy

Aims

The library will support teaching and learning across the whole school. The department will work to promote a love of reading and curiosity for knowledge and contribute where appropriate to the spiritual, moral, cultural, mental and physical development of students, in line with ethos of the school. In line with these aims the department will:

- 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 students
- Make best use of the allocated library budget when planning library provision
- Promote understanding of the resources available in the library
- Ensure students and staff can effectively access resources
- Raise the profile of the library and its resources through participation in local and national activities and schemes
- Contribute to the spiritual, moral, cultural, social development of students, in line with ethos of the school
- Strengthen links with other schools, the local community and other appropriate external agencies

Objectives

The Library will endeavour to meet the following key objectives:

- Create a working environment conducive to research and independent study
- Provide a wide range of resources in a variety of formats and media to fulfil the literary and information needs of the whole school
- Work with academic staff to plan the library's work to support curriculum delivery
- Liaise with staff in the renewal of library resources to plan for continual support for curriculum developments
- The librarian will consult staff and students to ensure that the purchasing of resources reflects curricular and extracurricular demands of users
- Provide access to high quality non-fiction and fiction materials which students find intellectually and emotionally stimulating
- In addition to supporting the school curriculum the library will stock resources which reflect extracurricular activities at the school and the leisure pursuits of students
- Provide library induction for new staff and students and distribute library information via commonly used channels at school for those user groups
- Promote and support independent research at every opportunity for example when teachers bring students to the library in a lesson, in particular during Year 7 learning skills and Sixth Form EPQ sessions
- Ensure a diversity of provision which reflects not only the academic ability and cultural background of students at the school, but which also engages them with issues in the wider world
- Encourage students to participate in events such as joint author visits with other schools and the Joint Abingdon Schools' Carnegie Shadowing Scheme
- When appropriate host meetings of school library professionals such as the Oxfordshire School Library Association
- Collaborate with local bookshops and Oxfordshire Public Libraries to promote reading activities and events and access to resources available outside of School

Management and communication

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 and working hours should be organised to provide supervised access to the library throughout the school day and after school until 5.30pm. To this end there will be at least one member of the library team available in one of the libraries to answer queries from staff and students whenever possible.

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.

Accommodation and learning environment

The library will provide quiet and silent areas for individual study and areas suitable for groups working at an appropriate level of noise for a library. 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.

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. Displays will be used to create an attractive and stimulating environment for students so they are keen to visit the library for work and for pleasure.

The library will maximize the use of all of its resources by:

- 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
- Facilitating access to free and subscription digital resources and make them available in the School's e-learning environment
- Providing support to users who wish to access information through training, electronic and print documentation, structured organisation and clear signposting of resources
- Ensuring that all resources are stored so as to be safely and easily accessible to all members of the school community
- Using a variety of means to display and promote the range of resources of available
- Enabling students and staff to access resources from outside the library via Reading Cloud the library management system

Policy last reviewed Trinity term 2018

Next review date..... Trinity term 2020

Person responsible for review Librarian/Director of Studies

Audience Staff/Parents

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

Appendix

Borrowing, renewing and billing for non-returned items

All students can borrow a maximum of five items at a time.

This limit can be exceeded at the discretion of a member of library staff.

Students from Year 5 – Year 11 can borrow items for three weeks, excluding journals and magazines. Sixth Form and Staff can borrow items for a period of six weeks with the exception of journals and magazines which can be borrowed overnight or over a weekend or School holiday.

Unless another borrower puts a reservation on an item, it can be renewed up to three times before we insist that it is returned.

If an item is not returned or renewed it becomes overdue. The library will issue weekly overdue notices and final reminders via School email.

If an item is not returned or renewed after a series overdue notices have been issued we will assume that it is missing.

Missing and non-returned library items will need to be replaced and the cost will be charged to the borrower's School bill.

Each term non-returned items that became overdue before the half-term holiday will be charged at the end of that term.

Items that become overdue after the half-term will be added to the bill at the end of the following term.

An email notification will be sent to parents giving them reasonable notice before the billing deadline detailing the charges to be added to their bill if overdue items are not returned immediately.

Once the billing deadline is reached and the cost of an item is added to a bill, the library will purchase the replacement, catalogue it, and make it available on the library shelves for other readers. For this reason there will be no reimbursements for items returned after the billing cut-off date. In such circumstances borrowers may keep the item they have been billed for as it will have been withdrawn from the library management system.