

Parkstone Grammar School



LIBRARY POLICY

DATE APPROVED	December 2016
APPROVED BY	Curriculum & Student Matters Committee
NEXT REVIEW	2019
TYPE OF POLICY	Non-Statutory



LIBRARY POLICY

The school library is essential to the core of the school as a resource centre and study area. Therefore, the aims and objectives reflect the aims of the school, where appropriate, whilst encouraging students to develop socially and culturally and to become capable and enthusiastic readers.

Safeguarding; the library runs a system which ensures students are only able to borrow appropriate texts. This includes a signed response from parents who give/decline consent for certain items to be borrowed. During library induction the system is discussed with students and they are reminded of it. Library staff also monitor students in the library whilst carrying out regular tasks and will discuss choices of concern as appropriate.

AIMS

The library staff strive to achieve the following aims :

- To provide a supportive environment which stimulates interest in reading and develops lively, enquiring minds. Students are encouraged to develop the habit of reading and to value it as a source of pleasure as well as an important skill for life
- To enable students to be familiar with information retrieval skills applicable to a wide range of resources including books, newspapers, journals, CD-ROMS, DVDs, audio CD and computers
- To contribute to the development of students' understanding, knowledge and skills through a wide range of applications including individual endeavours and teamwork
- To support all types of learning and to provide sufficient and carefully selected resources that allow all students who use the school, irrespective of ability, ethnic origin and gender, to have equal access to a wide range of information, which will contribute towards students' cultural, moral, social and spiritual development
- To encourage all students to reach their true potential, becoming self-confident, disciplined, independent learners who value learning
- To appreciate the significance of books and other library resources in order to value them as important, pleasurable and fundamental to lifelong learning
- To enable students to develop a range of personal qualities such as good citizenship, positive attitude, initiative, independence and good organisational skills

OBJECTIVES

The objectives of the school library are to show how the aims are put into practice:

- To provide access to the library for all students and staff throughout the school day.
- To provide a welcoming and relaxed area that students feel comfortable using.
- To provide a friendly and efficient service to students and staff to promote usage.
- To enable users to borrow as many resources as possible, encouraging prompt return of items borrowed



- To publicise and regularly advertise resources and facilities available
 - To provide an induction programme for new students and staff and refresher lessons for other students as necessary
 - To provide staff and students with the opportunity to request and select resources
 - To provide a broad range of fiction to suit all tastes
-
- To provide a broad and balanced range of relevant resources to support all curriculum subjects and leisure pursuits
 - To provide careers and higher education information in conjunction with Ansbury
 - To provide quiet areas within the library for individual study as well as reading for pleasure
 - To provide an area for staff to use with a class of students for teaching purposes
 - To provide enrichment activities for students at lunchtimes
 - To develop an awareness in students of the implications of books and other library resources for the individual and wider communities and to appreciate the need to return borrowed items on time and in good condition for the benefit of other library users
 - To make all library users aware of health and safety in the resource centre

RESOURCES

The Library Manager and two Library Assistants strive to keep the library up-to-date and user-friendly. The library stocks over 4,000 fiction books and over 14,000 non-fiction books, which is well above the recommended student/book ratio. A broad range of current national and local newspapers is held. Magazines are purchased to support and enrich many curriculum subjects. Laptop computers are available in order to access the ICT Curriculum Network, VLE and the Internet. Other resources include audio CD, DVDs (English and Foreign Language), games, CD ROMs and Flip Video cameras.

Sixth formers have a designated study, with computers, for individual quiet study. The school provides an annual budget for the library, which includes subject allocations, in order to ensure the library is well stocked with contemporary publications. Old and out-of-date stock is removed regularly.

MONITORING AND EVALUATION

Statistical records are kept of numbers using the library and resources borrowed.

Informal meetings are held regularly between senior management and library staff to evaluate and monitor progress. A formal report is sent to senior management and the governors every term. Staff are trained and appraised regularly.