# Parkstone Grammar School

# LIBRARY
# POLICY

| DATE APPROVED | June 2020 |
|---|---|
| APPROVED BY | Curriculum & Student Matters Committee |
| NEXT REVIEW | 2023 |
| 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 relevant, whilst encouraging students to become capable and enthusiastic readers and to gain independence in researching and accessing resources.

## 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 read broadly and to value reading as an enjoyable activity, a means of maintaining wellbeing and an important life skill.

▪ To enable students to be familiar with information retrieval skills, including use of the Eclipse Reading Cloud search engine and the Dewey-decimal system, giving them confidence in using the library resources and supporting independent learning.

▪ To assist teaching staff with use of library resources and with library reading lessons.

▪ To support the teaching of subjects: Acquiring relevant and up-to-date texts, liaising with heads of departments in order to gain knowledge of the texts required, to regularly check subject reading lists are accurate and to ensure enough copies of popular texts are available.

▪ To support all areas of learning and to provide sufficient and carefully selected resources that allow all students, 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 promote good library usage, i.e. using resources carefully, borrowing a suitable number of books at one time, being considerate of other library users whilst using the library and returning books on time and/or when requested. Encouraging good library usage enables students to develop qualities such as good citizenship, positive attitude, initiative, independence and good organisational skills and also ensures the library is well looked after and run smoothly.

## OBJECTIVES

The objectives of the school library are 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 care for library resources, ensuring that they are in good condition and suitable for lending, replacing them when necessary
▪ To create and maintain a tidy, well-ordered, accessible library system in which students can easily find what they need
▪ To support library users in locating and borrowing the resources required
▪ To encourage library users to return or renew resources in good time
▪ To publicise and regularly advertise resources and facilities available

- To provide an induction programme for new students and staff and refresher lessons for other library users as necessary
- To carefully consider student and staff requests for new resources and to fulfil such requests where able
- To provide a broad range of fiction
- To provide a broad and balanced range of relevant resources to support all curriculum subjects and other learning
- To ensure that school laptops kept in the library are well looked after, ensuring that they are regularly charged, checked for issues and all returned to the library at the end of the school day
- To provide careers and higher education information in conjunction with the Careers department
- To provide quiet areas within the library for individual study and reading
- 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 encourage student appreciation of library resources and the importance of treating shared resources carefully
- To make all library users aware of health and safety in the resource centre

## EQUAL OPPORTUNITIES

One of the aims of the Library is to support all areas of learning and to provide sufficient and carefully selected resources that allow all students, irrespective of ability, ethnic origin and gender, to have equal access to a wide range of information.

## SAFEGUARDING

The library runs an age restriction system which ensures students are only able to borrow appropriate texts. Parents give signed permission to give or decline consent for certain items to be borrowed. During library inductions this system is discussed with students and they are reminded of their restrictions. Library staff also monitor students' book choices and redirect them to more appropriate texts when required.

## RESOURCES

The Library staff 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 silent study area, 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.

## OVERDUE AND LOST BOOK PROCEDURE

To ensure that items are regularly available for circulation and to prevent loss of resources, the Overdue and Lost Book Procedure is implemented when students have overdue books on their account:

Students are reminded to return or renew books during library lessons or via notes in the register. When a student has a library book which is overdue by more than 30 days, a letter is sent to parents/carers, informing

them of the situation and offering options to find, replace or pay for the book. An editable fee is automatically set up on ParentPay and details on how to edit the fee to match the price of the book are detailed in the letter. Paying the fee is completely optional and other methods to restore the title to the library are generally preferred, in which case the fee is removed from ParentPay. Any issues which arise regarding replacement can be discussed with library staff, who assess the situation on a case by case basis and can remove the fine / requirement to replace if appropriate.

## WHAT MUST EVERYONE DO TO UPHOLD AND ENFORCE THE POLICY?

GOVERNORS
- Governors should agree and approve the Library Policy.

HEADTEACHER / LG
- Formulate the draft Library Policy.
- Arrange for library staff to be line managed by an appropriate member of staff.
- Monitor the usage of the Library and its resources.

STAFF
**Teachers**
- To use the Library with their classes in line with its aims and objectives.
- To encourage students to use resources in the Library, including signposting additional texts available.

**Heads of Department**
- To monitor the subject resources available in the Library, and ensure they are kept up to date by requesting certain relevant texts are ordered.

STUDENTS
- Should use the Library in line with this policies aims and objectives.
- Should respect the environment and resources in the Library in line with the school's Behaviour Policy.

PARENTS
- Should encourage their child to use the Library facilities and liaise with the school over permissions and return of books where appropriate.

## LINKED POLICIES

Literacy Policy
Teaching & Learning Policy
Behaviour Policy

## WHO SHOULD PEOPLE CONTACT IF THEY HAVE A QUESTION ABOUT THIS POLICY OR A SUGGESTION FOR IMPROVEMENT?

Leadership Group Member Responsible for the Library Policy
Parkstone Grammar School
Sopers Lane
Poole BH17 7EP