

## Library Policy

**Name of school:** The Grange School

**Date of Policy:** 17<sup>th</sup> June 2010

**Member(s) of staff  
Responsible:** Mrs D Ward

**Review Date:** June 2012

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## **AIMS AND OBJECTIVES**

### **THE SCHOOL**

As a Specialist Arts College, the Grange School uses the Arts as a focus to improve standards in all subjects and areas of school life.

The Grange School aims to promote success and achievement for every student by:

1. Raising standards in teaching and learning and rewarding success
2. Promoting student involvement through the sporting, artistic and cultural life of the school
3. Support students' good behaviour and personal responsibility
4. Promoting students' educational continuity through the development of quality Primary and Post 16 liaison
5. Promoting opportunities for students to make links with the wider community

### **THE LIBRARY**

The Library aims to build, maintain and provide resources, technology, staff and services in support of the present and future education needs of the Grange School, in a dynamic, growing facility where the staff and students feel welcome and at home.

1. All pupils have full access to Library Resources
2. All pupils have their curiosity, interest and enjoyment stimulated
3. All pupils receive continual and appropriate forms of educational provision by the most efficient use of all available resources

## **Objectives**

- To acquire, organise and maintain a resource collection as required supporting both the Curriculum and the recreational needs of the students.
- To provide information that is current, valid, accurate and appealing.
- To provide an environment where all students and staff can use the library properly and respect the knowledge that it holds.
- To ensure that resources are available in the most convenient and user-friendly formats.
- To offer instruction and expert guidance in research methods and skills needed for use of the Library – the location, selection, identification, evaluation and use of appropriate resources.
- To respond to the needs of any users with special requirements.
- To meet the requirements of copyright and privacy legislation.
- To provide resources for students to expand their reading competence and develop their literary appreciation.

## **Location**

The Library is located on the first floor of the main school building, next to the Modern Languages and Humanities Departments. It is open before school, at break and lunchtimes, and after school until 4pm every Monday to Thursday.

## **Accommodation**

The Library occupies an area of approximately 135m<sup>2</sup> and was fully refurbished in 2002. There are 8 PCs with access to the School Network and seating for 40 individuals, either at PCs, desks or in the Reading and Study areas.

## **Staffing**

A graduate Librarian, working 33 hours each week, runs the Library. She has:

- Ability to develop and teach basic library skills
- Up-to-date knowledge of children's and young adult's literature
- Up-to-date knowledge of information resources in all formats

## **Extra-Curricular Activities**

The Library is open for use after school each day and has offered STUDY SUPPORT to all students with both a teacher and the Librarian available to assist students.

There is now a READING GROUP with approximately 10 students - held at lunchtime every Wednesday. The Group reviews and discusses new books and makes suggestions for what to add to Library stock.

## **MONITORING AND EVALUATING LIBRARY PROVISION**

Records are kept of **all** enquiries and the resources used to satisfy them. This information can then be utilised to show any gaps when new stock is ordered. Heads of Department are asked to suggest areas of interest arising from topics within the Curriculum, and they regularly provide advice as to any good books that they have seen or heard of.

Each term, a report is made to the Board of Governors detailing:

- Number of loans
- Number of new titles
- Number of enquiries
- Range review information
- Future aims

## **STORAGE, STOCK AND CATALOGUING**

Storage and stock is dictated by the size and shape of the room and by the funding provided. All available space is utilised and there are large and small study tables with free movement around the room – enabling browsing, borrowing, private, group and class study. There is also a relaxed reading area with comfortable seating.

There are presently over 8,000 books. Multimedia resources such as books on tape, CDRoms and ephemera equal over 500 items. The resources should be up-to-date, accurate and appealing in a variety of formats.

The total number of pupils in the school is 501, giving a pupil-book ratio of 15.

All stock is catalogued online using Heritage Library Management Software.

Students may borrow up to two books for a one-week period. If a book is not on the shelf, the book can be reserved. When the book is returned, a note goes into the register so that the book can be collected.

Dictionaries and reference works are kept within the Library and are for Reference Only. They are not removed from the Library. Books dealing with topics set as homework are placed on overnight loan so that all students get the opportunity to use them. Alternately, photocopies are available without charge.

### **Overdue Books**

If a book is overdue, a note is sent in the register, reminding the pupil to return it to the Library. This is done twice in succession, after which a list is compiled for the English teachers to follow-up during lessons.

Parents/carers are contacted if books are still outstanding. There is presently no charge for replacing lost books. Catalogue records are updated to reflect the loss.

Teaching staff are allowed to borrow 99 books for a twelve-week period, to enable classes to use topic collections. The topics range from art and artists, through energy resources and the solar system, to fiction/poetry titles for use during private reading within English lessons. Support staff are allowed to borrow 4 books for 6 weeks.

### **EVALUATION, WITHDRAWAL AND DISPOSAL OF STOCK**

Soiled/damaged stock is cleaned and repaired before being shelved. Range reviews are undertaken with the assistance of the experts at the School Library Service, and stock is reviewed against the following criteria:

- Age
- Condition (if the item looks unattractive)
- Loan history (if the item has not been borrowed for the past 5 years)
- Relevance to curriculum
- User demand
- Dated illustrations
- Unacceptable to race, gender, religion or colour
- Dated language
- Dated cover
- Suggestions of inappropriate/dangerous procedures
- Dated information
- Out of date maps/laws

The LRC needs to fulfil the following rules:

1. Stock items relevant to the School Curriculum
2. Comply with DfE/Ofsted guidelines
3. Maximise effective use of space

4. Utilise new technology
5. Display stock that is attractive and relevant

**All** new stock, including hardbacks, is covered with protective film to minimise damage.

If stock is irreparable, the catalogue is amended to show that the title has been withdrawn and the item is defaced and binned.

In cases where the item is potentially useful, relevant subject departments usually keep the books for use.

Out-of-date stock is also given to departments so that it can be used within school.

The PTA in aid of School Funds sells any surplus stock at the regular Car Boot sales.

## **FINANCIAL MANAGEMENT OF THE LIBRARY**

The annual budget is allocated by the head teacher and the Board of Governors according to the number of students on roll and LEA limits.

Apart from running costs and equipment, the budget is spent on new stock in support of the National Curriculum and the School Literacy Policy.

Teaching staff are asked to detail any topics of interest and appropriate items are obtained.

A thorough record is kept of all enquiries from staff and students and this is also used to indicate areas of potential interest.

## **PROCURING SERVICES/SUPPLIES FROM OUTSIDE AGENCIES**

Besides the annual budget allocation, a subscription is paid to Shropshire Schools Library Service.

This allows the Librarian to borrow books from the central resource, exchanging as required. The School is also allowed to borrow resource collections for class use, plus videos and audiocassettes as required. Professional Library services are also available within the subscription so that advice and assistance are readily available on issues such as:

- Pre and post Ofsted
- Stock assessment
- Training for library staff
- Book talks to promote reading
- Advice on Library Resource Centre Development
- Input into library and information skills programmes

## **ORDERING AND PURCHASING RESOURCES**

Resources are obtained by placing orders as per the Local Authority Guidelines and School Policy. The main aim when obtaining stock is to

achieve value for money so that a good range of resources is maintained to satisfy both curriculum and leisure needs.

The Schools Library Service book exchange is used every term to refresh stock and replace old, damaged books.

The Public Library is also used when necessary to enable videos and books to be borrowed without the need to purchase outright.

Several half-price suppliers are used to ensure that the best prices are available

### **CHOOSING RESOURCES (Multicultural, Gender & SEN)**

Resources are selected to support the School Curriculum and the School Literacy Policy. The English staff and members of the SEN Department offer advice, as do the Schools Library Service.

Requests from pupils are noted and obtained as quickly as possible.

Reps from educational publishers come regularly to demonstrate new additions to Curriculum titles.

### **COMPUTERS, ICT AND THE LIBRARY**

There are eight computers available, linked to the School network. Students must show that they have homework to do before they are allowed to use the PCs.

As well as being linked to network CDs such as Encarta and Kudos, the students may also use and borrow items from a selection on CD's covering English Literature, Aspects of Religion, Careers, and Modern Languages.

#### **Internet Access**

The Internet is used for research purposes only. Students are not allowed to play games or to visit chat rooms. If discovered doing this, the student is barred from using the Internet for a set period of time as decided by the network manager in consultation with other staff.

### **COPYRIGHT ISSUES**

There is a photocopier in the Library for staff use.

Students are allowed to have copies at 5p per page. Copyright Guidelines information is on permanent display and all copies are recorded.

### **LIASING WITH SUBJECT DEPARTMENTS**

The Library is represented at regular Heads of Department meetings by the Head of English, who is also responsible for the overall

Management of the Library. Any issues are raised via this route, as well as during everyday contact. Department heads are consulted when purchasing new stock, and cooperation with Art, History, Geography, RE and Science is particularly good.

## **DIFFERENTIATION WITHIN LIBRARY PROVISION**

**All** students have access to the Library during opening times and all students are allowed to borrow two books each. Exceptions are made for Year 11 students who may require more books to assist their exam or course work.

Fiction stock is clearly labelled to indicate the genre and the suggested reading age so that students can choose appropriate reading material.

## **LIBRARY DISPLAY POLICY**

All stock is classified and displayed according to format and content. Non-fiction books are classified according to the Dewey decimal classification and displayed in numerical order. Encyclopaedias and reference material are kept in a separate section designated for 'Library Use Only'. All other books are available for loan.

Fiction books are displayed according to Genre, then alphabetically by authors' surname. Each book is labelled with the first letter of the author's surname, plus a coloured sticker to indicate the suggested reading age:

Yellow – easy reading  
Red – 8-11  
Green – 12+  
Blue – 14+

Non-book materials are also available for loan – including books-on-tape and CD ROMs. They are displayed according to format.

## **LIBRARY HEALTH AND SAFETY POLICY**

### **Risk assessment/planning accommodation**

All stock is stored on freestanding shelves with an open-plan room design. Books are displayed above ground level to avoid any unnecessary bending. There are no books stored over head heights so that the students do not have to stretch unduly. The LRC has 10 windows so that it can be easily ventilated, and 17 overhead lights so that the whole room is well lit.

5 light strips light the four computer bays and access is open at all times

## **Organisation of routines during and between lessons**

### **During Lessons**

Access to the Library during lessons is dependent upon the needs of teaching staff and the room can be booked for class use at any time. Individuals can use the LRC with teacher's permission for independent research as long as there is sufficient space and facilities. In the event of an accident, a first-aider is paged and Senior Staff notified.

### **Between Lessons**

The Library is open to ALL students who wish to use the resource before school each morning, during break and lunchtimes and after school until 4pm Monday – Thursday. The Library is supervised at all times by the Library staff. In the event of an accident, a first-aider is paged and Senior Staff notified.

If the Librarian is not present, teaching staff may still use the LRC during lessons as long as the students are properly supervised. Mrs Beeston keeps the Library open during breaks and lunchtimes, a school administration officer based in the Library.

Any problems with equipment are reviewed by Library staff, after which the IT technician is asked for further assistance.

The students are asked to tidy up at the end of each session both during and between lessons to minimise mess and disruption.

Along with maintaining School Health and Safety Policy, additional guidelines are implemented, including:

- No eating
- No drinking
- Maximum number of 2 pupils to each computer
- No running
- No sitting on the floor
- No sitting on tables

### **CODE OF BEHAVIOUR FOR PUPILS WHILE IN THE LIBRARY**

- The Library is a resource for reading, writing and research.
- Bags should be put away safely and tidily.
- No running.
- Computers are only to be used for research, word processing or homework.
- No eating or drinking.
- All students should be working or browsing – not chatting.

- Books should be returned to the shelf after use- not thrown or damaged.
- Pupils should allow others to work – therefore noise must be kept to a minimum

## **STAFF TRAINING POLICY**

Training is available via courses offered by the School Library Service and by the company who have provided the Library Management software.

Criteria for attendance is decided by School Inset Policy.

## **PERFORMANCE MANAGEMENT**

The performance of the Library is judged by the effective fulfilling of objectives – developing collections, managing resources effectively and providing users with access to the information/resources that they need and request.

Several basic measures are used, including:

- Number of students
- Number of teachers who request books
- Number of teachers who send students to the LRC
- Number of pupils who use the LRC
- Number of enquiries
- Number of students who borrow books
- Number of students using careers information
- Budget allocation
- Staff inset
- Stock reviews

The Librarian aims to respond to enquiries promptly and thoroughly within deadlines where appropriate.

The Librarian has positive involvement within lessons when classes are using the Library, and can teach classes when required (for example, paper-based information retrieval in IT).

Regular reports are made to the line manager and to the Head teacher, detailing progress on previous long-term plans and adding new aims.

## **CAREERS EDUCATION IN THE LIBRARY**

Careers resources are kept within the Library in a separate section. Stock is purchased using a specific budget.

The National Guidelines for the Provision of Careers Libraries within schools are followed, plus advice from Connexions staff who review the range of stock and provide introductory sessions for all Year 9 students as part of the Careers development programme and to help them to select their GCSE Options.

## **SKILLS DEVELOPMENT AND THE LIBRARY**

All Year 7's are introduced to the Library in September as part of their English lessons, when they complete quizzes based around the Library, its layout and the different sections (fiction and non fiction). This means that the pupils appreciate the fiction/non fiction divide and are shown both the Dewey Decimal Classification System and the use of alphabetic order so that they know where and how to find the books or information they need. The induction also allows students to adapt what they have learned when they go into other libraries

The Library is also used during lessons for topical research, especially during Key Skills, Science, English, Modern Languages, History and Geography. Staff are available to assist the students at these times and can give study skills lessons. The Librarian also visits classes to promote new books and literacy and offers subject-based information skills lessons across the Curriculum.

*Signed.....I Walshaw..... on behalf of the Governing Body*

*Date.....17.6.10.....*

*Signed.....J M Thomas..... on behalf of the School*

*Date.....18.6.10.....*