

POLICY STATEMENT: THE USE OF THE LIBRARY

RATIONALE

To maximise the use of Library resources and the skills of the Library Co-ordinator across all curricular areas.

PURPOSES

In order to make the best use of the Library as a cross-curricular facility for implementing and developing School, Faculty and Departmental policies, it is helpful if colleagues follow this procedure.

GUIDELINES

Whole Class

- Mark in your initials and name of class on the booking form by the issues desk.
- Give the Library Co-ordinator a copy of the task/scheme of work to be undertaken before the lesson so she can help more effectively with resources.
- Remind pupils before the lesson to bring their Library cards with them.
- Remind pupils to leave coats and bags in the cloakroom, after they have extracted **all** the necessary equipment for the lesson.
- At the start of an individual lesson, or the first of a series, the Library Co-ordinator will give pupils a short 'refresher' talk on how to use the Library, including the ICT equipment.
- Pupils should be encouraged to maintain a quiet working atmosphere, with a healthy regard for resources/furniture etc and a respect for the needs of other Library users.
- At the end of the lesson, stagger entry into the cloakroom.

Book boxes

- Mark in your initials, topic and label 'box' on the booking form.
- Give the Library Co-ordinator several days notice of the topic/task beforehand so she can organize the most suitable materials effectively.
- Send responsible pupils to collect the box and return it when appropriate.
- Check off the contents against the printout and inform the Library Co-ordinator immediately if there is a discrepancy.
- Any comments on the suitability of the resources will be much appreciated for future reference.

Small Groups

- Check with the Library Co-ordinator first regarding availability and task, and she will advise etc.
- Ask pupils to see the Library Co-ordinator first when they come in, before they start using the equipment.

Individual Pupils

There is no need to check with the Library Co-ordinator first if only one pupil at a time is involved but ask him/her to seek permission from the Library Co-ordinator before starting to use the facilities.

CONCLUSION

The Library encourages and supports teaching staff to provide a variety of learning experiences/activities to raise achievement across all curriculum areas.

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