

POLICY STATEMENT: LIBRARY POLICY

RATIONALE

The Library, as an initiator and developer, gives all students the opportunity to contribute to and benefit from, the academic, social and cultural life of the school, so they can realise their true potential and become independent learners with a positive attitude to life long learning.

AIMS

- To provide high quality resources appropriate to the changing needs of the school.
- To develop information/learning skills, including those of Information and Communications Technology, throughout the school.
- To support and advise teaching staff in delivering the curriculum.
- To promote and enhance the whole school commitment to literacy development.
- To encourage positive and constructive use of leisure time.
- To develop the social skills and aesthetic appreciation/respect for the environment necessary for responsible citizenship.

OBJECTIVES

- To develop centralised areas for a greater variety of materials which satisfy the investigative requirements of The National Curriculum and the needs of Post - 16 students.
- To form an integral part of teaching/learning styles within the school.
- To promote cross-curricular usage by both staff and pupils on an individual, group or class basis.
- To devise strategies suitable for supported self-study and flexible learning.
- To provide an attractive and accessible environment for recreational reading, thinking and reflecting.
- To offer opportunities for young people of all ages to co-operate and interact in a responsible manner.

ORGANISATION

Management

- Library facilities are managed by the Library Co-ordinator who is a trained teacher responsible directly to the DHC. Two technicians assist in the day to day running and a team of pupil librarians help out at breaks and lunchtimes. Their positive contribution to whole school life is recognised through the Reward System
- The role of the Library Co-ordinator is to:
 - Manage Library facilities and implement agreed policies
 - Develop Library resources
 - Induct staff and pupils in Library skills
 - Support and advise staff and pupils
 - Develop strategies to enhance pupils' own learning skills
 - Liaise with relevant external agencies.

Accommodation

- The Main Library is sited in a central location and forms the main base for library services, housing materials suitable for all users.
- The Sixth Form Library is located in The Sixth Form Centre and provides a more specialised service for Sixth Form students and staff.

Services

- The following are provided:
 - Fiction, non - fiction and reference books
 - Newspapers, magazines and journals
 - ICT resources - Internet, CD-ROMs, Library database
 - Videos and cassettes
 - A bookshop, stationery shop and reprographic facility
 - A collection of book reviews (fiction) written by pupils
 - A magazine 'Newsflash' on Library issues
 - Differentiated pamphlets/workbooks for various users
 - Specialised areas eg Special Needs, Staff etc
 - Special Events eg Annual Book Fair, competitions/reading activities.
- In addition the following are offered:
 - Advice and guidance from informed staff
 - Instruction in Library/information skills as required
 - Resource lists to meet individual/departmental needs
 - Bibliographic information/advice on suitability of material
 - Book boxes/project packs for use in the classroom
 - Subject-specific activities eg quizzes
 - Relevant statistical information on library usage
 - Liaison with The School Library Service and local libraries.

Use

- Library facilities are open throughout the day, including before school, breaks and lunchtimes, for use by whole classes, groups and individuals. Sixth Form students can undertake supervised private study and staff can further their professional and personal development.
- Procedure is outlined in School Policy for Use of the Library.

Resources/Stock Management

- Resources are selected on the basis of the needs of the school as expressed to and perceived by the Library Co-ordinator.
- Differentiated materials are selected, wherever possible, in consultation with teaching staff and pupils, bearing in mind the following:
 - Currency, bias - attitudes to gender, race and culture
 - Ability/age range/relevance to Key Stages
 - Text, illustration, retrieval devices eg index
 - Existing resources on that subject
 - Material should be attractive and challenging.
- Resources are reviewed in an ongoing way and editing is based on failure to meet the above criteria.

Information/Learning Skills

- Library usage demonstrates the concept that learning skills are multi-faceted and cross-curricular.
- Library involvement will therefore initiate and develop skills of:
 - Location and retrieval
 - Information and Communications Technology (via multi-media PCs)
 - Planning, selecting, appraising and assessing
 - Organising, recording, communicating and understanding
 - Independent learning/self reliance
 - Co-operation and teamwork.

Evaluation and Review

Library staff will continue to audit the effectiveness of Library policy as described. This will include an analysis of timetabling of class use with regard to individual faculties, statistical reports, reader surveys, staff feedback and pupil responses.