

## West Park School Library Policy

The library at West Park is central to the school's teaching and learning. It also has a role in the social development of pupils. This encompasses promoting the love of literature and reading as well as interaction between pupils. The school has made a conscious decision to retain the name 'Library' rather than the more common Learning Resource Centre. This seems to us the only title which embraces all the functions outlined above.

### The Aim of the School Library

The library supports the overall aims and objectives of the school to - encourage achievement at all levels, putting pupils first at all times.

### Objectives

The Library will:

- help to create independent learners
- support curricular and non-curricular activities
- encourage the development of an enjoyment of reading
- provide opportunities to develop wider reading and regular reading habits

Pupils will:

- feel confident to find and use resources for themselves
- be happy to ask for help when required
- be supported to develop their reading in line with their ability and interests

**To achieve this, the following must be provided:**

### Staffing

- A full-time professionally qualified librarian.
- At least one library assistant working during the school day during term time.  
(All staff should have relevant job descriptions.)

### Training

- Staff will be given the opportunity: to undertake training from outside agencies to keep their knowledge and skills up to date.
- Staff will take part in appropriate training provided by the school.

### Budget

- An adequate budget to enable the provision of a book-stock and other resources relevant to the needs of the pupils and to the curriculum will be provided.

### **Liaison/Consultation**

- The Librarian is a participating member of the Curriculum and Standards Committee and the Teaching and Learning Forum
- The Librarian will consult individual Heads of Subject/Department on a regular basis to ensure that the library stock accurately reflects curriculum priorities and developments. Where possible the Librarian may have some input into the delivery of a scheme of work in terms of information skills sessions and/or the provision of appropriate resources (Appendix 2)
- The Librarian is responsible for whole school reader development including the development and delivery of the Reading Challenges for Years 7-9 in consultation with the English Department. (Appendices 1 & 2)
- The Librarian will organise the whole school reading weeks in consultation with the English Department including the development of activities and where appropriate the engagement of outside speakers e.g. authors, poets etc.
- The Librarian will maintain good contacts with other secondary schools, our partner primary schools, the local public and regional library services.

### **Stock Provision**

This will include:

- A wide range of stock which provides for all abilities including the Gifted and Talented and pupils with Special Educational needs.
- A comprehensive fiction section comprising of new titles as well as traditional stories.
- A wide range of non-fiction books which provide appropriate support for the curriculum. Heads of Department and where appropriate subject teachers should liaise with the librarian regarding such provision.
- Resources which encourage pupils to develop extra curricular activities. Staff responsible for organising such activities should liaise with the librarian regarding such provision.
- Careers resource areas with access for all staff and pupils during usual library opening times. These will be updated and reviewed on an annual basis.

Wherever possible the library will replace stock as recommended by national guidelines

**Please see Appendix 2 for the full stock management policy**

## **Information Technology**

If the Library is to act as a Central Resource Centre, it must have:

- An online Library Management System accessible by all stakeholders via Firefly and the school website (currently AccessIT)
- An appropriate number of computers linked to the wireless network to allow a more flexible approach to learning.
- Appropriate software and online sources
- Adequate technical support
- Appropriate training for the Librarian and Library Assistants.

## **The role of the library to support learning**

- An induction programme will be provided for each Year 7 pupil regarding the use of the library and access to resources.
- Clear guidance will be provided to enable pupils to locate resources. This includes accessing relevant websites and other online resources.
- The librarian will liaise with the English Department and SENCO with regard to strategies which can be employed to support the development of reading at all levels including the Gifted and Talented and those with Special Educational Needs.
- The Library will be used where appropriate to support the development of literacy.
- The Librarian will liaise with all Department and Subject Heads to establish the support most appropriate to their area e.g. book boxes, information skills integrated into the curriculum and introductory lessons etc.

## **Availability of the Library and its Resources**

- The library should provide a pleasant, safe environment where pupils and staff (both teaching and associate) can learn and relax appropriately. Everyone should feel welcome in the library.
- All books and IT equipment will be available to all pupils and staff.
- The library will be available to pupils before and after school as well as during the whole school day. It should only be closed in exceptional circumstances e.g. staff training where this cannot be undertaken out of hours.
- Pupils can all access the library for one break time every day. The time is divided according to age with Years 7 and 8 using the library during the first break and Years 9, 10 and 11 having access during second break.
- Computers can be booked in advance. Priority use of computers will always be given to pupils with school work to do.
- Staff can book use of the library in advance. The library is not to be used as an ICT facility. Computers in the library are for information retrieval, and completion of school work, wherever possible to be used in conjunction with other resources.

- The library should not be used for functions which will prevent it being accessible to staff and pupils – such as a classroom, tutor base, detention area. **It is first and foremost a library.**

### **Borrowing**

Pupils in Years 7 – 11 may borrow 2 resources for up to 4 weeks at a time. The resources may be renewed twice only.

Staff may borrow up to 10 resources for personal use at any one time. Teachers can have up to 50 items if part of a boxed loan collection. All resources are booked out for 4 weeks unless they are part of a short-term loan collection

External borrowers including Initial Teacher Training candidates can borrow up to 10 items for a designated period of time, dependent on their time working at West Park School.

Short term loans can be made for 1 week or 1 day as appropriate

Primary pupils may use the library by arrangement with the Librarian and may borrow 2 resources for up to 4 weeks at a time under the same policy guidance as West Park pupils. There will be an agreement drawn up between the Primary liaison teacher and the Librarian to determine how the process will operate between the schools.

### **Classroom Book Boxes**

Teachers may borrow class room collections of resources for use as a part of a scheme of work. These are usually loaned for 4 weeks at a time. Full details of requirements (year group, ability, proposed outcomes) should be given to the librarian in advance to ensure that the resource box accurately reflects need.

### **Overdue items**

- Lists of overdue items are produced and circulated on a weekly basis via the form tutors' pigeon holes. Pupils are encouraged to see the Librarian regarding any issues or problems regarding their loans. At present there are no charges for the late return of books.
- Letters are sent home on a half-termly basis for overdue items which are more than 21 days late. Pupils will not be allowed to borrow any further resources until any late resources are returned.
- Any charges for lost or damaged resources will be applied according to the school charging policy.

## Charging Policy

**Damaged/ lost books** – Pupils are encouraged to keep their library books clean and dry. The library staff supply free suitable plastic bags to reduce damage from spillages and wet shoes etc. The bags supplied work on the ‘bag for life’ principle whereby free bags will be supplied on return of the old one, whatever its condition. Pupils have the opportunity for 2 free bags per school year. If pupils lose 2 bags, 5p per new bag is payable

- If a book has been reported lost or returned damaged beyond expected wear and tear for its age, the pupil will be asked for the cost of replacement and invoiced accordingly. Where possible older stock will be charged at the cost of a second-hand replacement (usually gauged by the Amazon.co.uk website) and a part payment will be agreed based on age and number of times issued
- Replacement cost for new stock will be based on the current published price. A suitable replacement for the book supplied by the pupil would also be acceptable by negotiation with the Librarian.
- A numbered receipt will be given for all monies received
- **Paperback Jackets** -The majority of the library’s paperback stock is protected with a plastic paperback jacket. Any exceptions to this will be noted on the pupil’s record at the time of issue.
- Any lost or damaged paperback jackets will be charged at the cost of 20p per cover.

This policy will be reviewed annually

## **Appendix 1**

### **Supporting Reader Development**

The library provides a wide range of fiction and non-fiction appropriate to the interests and ability of our pupils. The stock selection policy reflects the need to provide both familiar and new writers in order to support the transition process. The library will provide access to a range of quality authors appropriate to the age range and the opportunity to be introduced to new writers and styles.

The stock will reflect both classic and modern classic literature as well as providing access to fiction which bridges the gap between teenage and adult fiction. Pupils in Years 10 and 11 will be encouraged to select appropriate to their age and interests from the Y10+ collection in the library. Access to suitable biography and travel writing titles will also be available in the non-fiction section. The Y10+ collection is clearly labelled with yellow labels. These titles may only be borrowed by pupils in years 7 -9 with written parental permission.

Quick reads for lower ability readers are distinguished by red labels. These titles are selected as being of high interest to teenagers but reflect a lower reading age. Pupils in lower sets are encouraged to access these titles as appropriate but are not restricted from borrowing from other areas of the stock.

A number of strategies are provided in order to maintain, encourage and develop a reading habit amongst the pupil population. The following approaches are regularly used:

- Reading Challenges for years 7-9 including an introduction to a range of writers from different genres. This will be differentiated for all pupils depending on age and ability
- Individual pupils are encouraged to request particular authors and titles for library. The library is their resource and they are encouraged to support its development
- Regular reading once a week for the whole school during form time
- Reading Weeks for the whole school with associated activities and reading promotion
- Year 7 pupils have a fortnightly library lesson to support their reading development and introduce them to a range of writers
- Opportunities for teachers to bring Years 8 and 9 to the library for specific library activities or select new reading materials
- The online catalogue (AccessIT) identifies fiction by popular themes, plus reflecting top 10 titles borrowed and a regular themed reading lists on the home page
- Pupils are encouraged to post reviews on the catalogue of the books they have borrowed from the library
- Regular book club leaflets and book fairs are organised
- Author/poet/ workshop leader visits
- Themed reading displays in the library and on the VLE
- Reading groups shadowing annual book awards – Carnegie Medal, Kate Greenaway Medal, Derbyshire Schools Book Award (DSBA) and Bookseller Young Adult Book Award

- Reading Club for Year 6 Gifted and Talented pupils
- Opportunities for local primary schools to visit the school library with their Year 6 pupils
- Reading promotion lessons for English Department as required. The Librarian will put together a range of suitable titles to promote reading for a particular group or year group
- Opportunities to take part in wider reading workshops led by the Librarian and outside speakers

## **Appendix 2**

### **Stock Management Policy**

The School Library is not an archive and the material held within it should be both current and reflect the needs of the curriculum and school clientele. At the heart of the stock should be a requirement to promote wider reading and reading for pleasure to all library members. All stock will undergo an annual stock check to ensure that the catalogue correctly reflects current holdings. A report will be made of all stock withdrawn and losses in each section of the library.

### **Selection and provision of non-fiction materials**

The stock will be selected by the Chartered Librarian in collaboration with individual subject specialists. The main aim of the non-fiction section is to complement and enhance the work being delivered in the classrooms. Where funding allows there will be a collection of pupil textbooks held in the library. Book stock over ten years old will normally be withdrawn from the library shelves, dependent on the discretion of the Librarian who may consult with teaching staff on such matters. Books under review for disposal will be identified as such by a guide date written inside the front cover. Items over ten years old may be retained if they satisfy the requirements of project loans. However, these subject areas will be given priority for updated stock to be purchased, where such titles exist.

### **Selection and provision of fiction**

The fiction stock should reflect the reading of the day. Multiple copies of popular titles will be provided where demand merits, subject to financial constraints. A cross section of classic books for young people will also be maintained.

Fiction should reflect diverse cultures, subjects and interests and should be appropriate to the age of the borrowers. Consideration will be given to providing materials suitable to all literacy levels. Materials more suited to the upper age group (Y10+) should be identified as such in the library catalogue and colour coded accordingly on the shelves. Requests from younger pupils to borrow items from this range will be discussed with the pupil and may include a request for parental permission to read from this collection.

Although it is reasonable to expect 'modern classic' texts to be present in the collection, the fiction section should be bright and attractive – reflecting popular culture written by current authors. The stock will undergo yearly monitoring and replacement. A title which has not been issued for over three years may be withdrawn from the main library for storage or deletion from the catalogue dependent upon age and potential use in the future. Stock withdrawal will be at the discretion of the Librarian, dependent on the nature of the work and the standing of the author. Further criteria for keeping an item may revolve around the use made of the work by teaching staff, for example its continued use as a class reader or pertinence to the curriculum.

### **Careers information point**

A discrete Careers resources area including display space and noticeboards will be maintained by the library staff in line with the current Careers Strategy (Department for Education, 2017) and local labour market information and priorities

The Careers information points will be reviewed and updated annually in line with the Careers Information Policy.