The Duchess's Community High School

Library Policy

"Lifelong enjoyment of learning stems from school."

It is essential that our children learn to use information technologies properly, to develop research skills, and to get the habit of reading for pleasure. The Library will provide a welcoming and supportive environment where this can happen, where students are encouraged to succeed and to discover the enjoyment of reading and lifelong learning.

Aln Community Schools Federation

The Duchess's Community High School: Library Policy

Contents

Aln Community Schools Federation

THE DUCHESS'S COMMUNITY HIGH SCHOOL

The Duchess's Community High School: Library Policy

Library policy

Aims

- To support teaching and learning within the school

- To provide, maintain and advise on appropriate resources to support the curricular, recreational and cultural needs of students and staff

- To organise these resources to allow easy retrieval

- To assist in helping pupils to become independent users of information

- To act as a gateway to information sources such as the internet

- To promote reading for pleasure

- To provide a welcoming, supportive and attractive environment that encourages use of the library facilities in all members of the school community

Staffing

The Library Manager

- is responsible for the strategic management and day-to-day running of the Library and reports to the Business Manager

- will lead on the development and promotion of the Library

- is included in the appraisal system, will attend any relevant INSET and will have opportunities for CPD

- will work closely and pro-actively with teaching staff to provide appropriate services and facilities to support teaching and learning

- will attend relevant meetings such as curriculum planning meetings

Library helpers will be recruited from the 6th Form and will be given relevant training.

Accommodation

All members of the school community are welcome in the Library and should have equal access, irrespective of gender, ethnicity or special needs.

The Library can seat 70 students, plus 30 for computer use, equating to about 9% of the school population.

Effective signs, shelf labels and guiding will be provided to aid the location and retrieval of resources and information.

Attractive displays will be maintained in order to promote resources.

The Library has been recently refurbished to make better use of the space, but consideration should be given to updating the shelving in the future.

Access

The Library will be open as follows:
MONDAY   8.50 – 4.30
TUESDAY   8.30 – 4.30
WEDNESDAY   8.30 – 4.00
THURSDAY   8.30 – 4.30
FRIDAY   8.30 – 4.30

The Library is closed for lunch from 12.55 to 1.25.

A limited number of classes are timetabled to use the Library computers on a regular basis, when no other IT facility is available.

Individual teachers may book the Library computers for lessons, up to a week in advance, but scheduled Library lessons will take priority (Yr 9 induction and English/Library lessons; Year 12 research skills lessons).

Unsupervised students should not be sent to the Library, unless by prior arrangement.

6th Form students may use the Library freely during their free periods for quiet study and reading. They may also use the computers, subject to availability.

The Library may have to close occasionally if the Library Manager is out at meetings or training, but scheduled classes can usually go ahead.

Aln Community Schools Federation

The Duchess's Community High School: Library Policy

Finance

The Schools Library Service agreement is funded separately from the Library budget. The Library Manager will manage the agreement, report back to the Business Manager and recommend any changes to the level of service, if required.

The Library Manager will be responsible for the expenditure and monitoring of the Library budget, reporting back to the Business Manager.

Resources

The Library should be stocked with an adequate number of up-to-date, attractive and relevant resources to support the curriculum and leisure needs of the school community.

The stock should be well maintained and displayed to promote its use.

The recommended minimum number of resources for a secondary school library is:
13 per pupil (age 11-16)
16 per pupil (age 16-18)

10% of the stock should be replenished each year in order to maintain it. The SLS stock can be exchanged to help with this.

The minimum spend, as recommended by the Booktrust, is £14 per pupil per annum.

Use of resources

The Library management system is Eclipse 2, a database for all resources and loans. The module called Searchstar can be used for searching the catalogue from any computers in the school.

All staff and students will be enrolled in Eclipse 2 and may borrow as follows:

	No of items	Loan period
Years 9 / 10 / 11	2 items	2 weeks
Years 12 / 13	6 items	3 weeks
Staff	12 items	6 weeks

Additional requirements can be negotiated. Renewals can be made.

Overdue letters will be sent regularly via form tutors. If items are not returned after two reminders, a letter will be sent home. A replacement charge may be made for non-returned items.

Promotion

The Library Manager will be familiar with the courses offered by each curriculum area and will liaise with teachers to ensure the relevant resources are available. Staff from each department are urged to recommend and request items for purchase. HODs will be contacted annually, but staff can also make individual requests at any other time.

Induction – Year 9 students will receive an induction lesson in the Library at the start of the Autumn Term in conjunction with the English Department.

Year 9 students will also have English lessons taking place in the Library throughout the year to promote reading for pleasure and information skills, and to encourage book borrowing.

Year 12 students will receive information / research skills lessons in the Autumn Term in conjunction with the Head of 6th Form.

The Library Manager will liaise with teaching staff to design and implement a progressive information literacy programme throughout the school.

The Library Manager will provide support for other Library based lessons as required.

Displays, competitions and other activities relating to reading for pleasure will be arranged, especially those which tie into national events.

Reading groups will be offered to lower school and to 6th Form / staff.

Feedback from staff and students will be sought to ensure the Library meets their needs effectively.

Statistics will be collected from the library management system to monitor use of the stock by various groups, and these figures will be passed to relevant staff and used to inform stock selection.

Aln Community Schools Federation

Behaviour

The Library Behaviour Code is based on the whole school policy and is displayed in the Library. Students are expected to respect the resources available and other users of the Library. They may not eat or drink or play computer games.

The Library Manager may restrict the access of pupils who disregard the code.

Health and Safety / Child Protection

The Library Manager will work within the Healthy and Safety guidelines of the school, as well as the Child Protection policy.

Aln Community Schools Federation

THE DUCHESS'S COMMUNITY HIGH SCHOOL