

### Library

**Mrs Short**, Librarian  
**Mrs Pindair**, Library Assistant  
**Volunteer Helpers**  
**Student Librarians**

**Mission Statement:** Laurence Jackson School Library exists to support students and staff in the process of teaching, learning and personal development through the provision of fiction and non-fiction, information collections and related services.

**Aim:**

- Promote literacy and encourage students to find an interest and enjoyment in reading.
- Aid development of student's skills in finding and using information, both in print and electronically.
- To provide and maintain an appropriate range of resources to support teaching and learning within the school.
- To provide and maintain an appropriate range of resources to support personal interests.
- Curriculum focused resources will be bought through consultation with Subject Leaders and teaching staff.



The Library is located at the end of the main corridor. It is intended to be an area of enjoyment and the atmosphere conducive to learning.

**Access**

The Library is open and staffed throughout the school day. A supervised homework club operates on a Monday, Tuesday, Wednesday and Thursday between 3pm and 4pm.



At morning break access is on rota for the different year groups. Students can use this time to exchange books and use the computers. Passes are given out at morning break to students who want to use the Library at lunchtime for quiet study and reading. Sometimes there will be other activities like board games and jigsaws.

**Look out for special celebrations like World Book Day and Poetry Day.**

Year 7 students are timetabled to have fortnightly library lessons where they learn how to use the school library, complete information skills worksheets and develop a love of reading for pleasure.

Individual members of staff can book the Library for their lessons using the computer booking system.

**Resources**

- Over 9,000 books: non-fiction, reference and a wide range of fiction, from the very latest to the classics that suit every age, need and ability.
- DVDs
- Daily Newspapers
- Magazines
- Story CDs
- 10 computers all networked and with access to the internet
- Printers
- Story Sacks
- Suggested Reading Lists

A bookable ICT suite adjoins the library and houses 20 networked and internet linked computers.

### Borrowing

**All members of the school community are automatically members of the School Library.**

- Students can borrow 2 items at a time.
- Books can be borrowed for 2 weeks and, thereafter, renewed if they have not been reserved by another Library user.
- DVDs and Story Sacks can be borrowed overnight. Story CDs are issued on a weekly loan.
- Reference books, magazines and newspapers are generally used only in the library but there is some flexibility here depending on the need.

Overdue notices are sent out regularly  
and there is a procedure in place to recover lost, damaged or non return of items.

### Catalogue

The Library is managed by a computerised system.

All items in the library can be searched using the computerised catalogue and can be accessed from any computer in the school. The catalogue also records loans and can be used to reserve items. There is a designated computer set aside in the library for on-line public access to the library catalogue.

### Students Librarians

We have a team of dedicated Student Librarians who give up their own time to work in the library at morning break and lunchtimes. They have the opportunity to complete a Student Librarian Training Course up to advanced level. The course is designed and monitored by School Library Support and is offered to all schools on Teesside. On completion of the course a presentation evening is held where the successful Student Librarians are awarded certificates by a famous author.



**We welcome comments and suggestions from all Library users and aim to provide the best resources  
and an excellent service.**