



# Laurence Jackson School

## A Specialist Sports College



### Laurence Jackson School Library Policy

#### Mission Statement

Laurence Jackson School Library exists to support pupils 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 pupil'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 to support personal interests.
- Curriculum focussed resources will be bought through consultation with Subject Leaders and teaching staff.

#### Access:

- The library is open from 8.30am throughout the school day.
- Year 7 will have library lessons once a fortnight which will be delivered by English teaching staff.
- At morning break access is on rota for the different year groups. Borrowers can use this time to exchange items and use the computers.
- At lunchtime students can use the library for private study. Up to 30 passes are given out at morning break on a first come first served basis.
- Individual teachers can book the library via the computer booking system.
- Staff may send students to the library during lessons in groups of no more than 4 with their staff pass. Students are required to sign in stating the purpose of their visit.
- Staff using the adjoining ICT suite may use the library computers only if there is no room in the suite. However, a class booked into the library has priority over the library computers.
- The library is intended to be an area of enjoyment and learning and it is inappropriate, therefore, that it should be used as an area of detention or punishment.
- Students waiting for access to the library for a library lesson must queue quietly in the main corridor outside the library foyer and wait until their teacher arrives.
- Students waiting to access the ICT suite must wait in the upper school area for their teacher to arrive.

#### Organisation:

Dewey decimal classification is used and this forms the basis of catalogue searches.



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### Funding:

- To negotiate a fair share of capitation
- To fund raise through book clubs
- To access and bid for funds from other available sources e.g. gifted and talented, PSA

### Services:

- To provide services for all areas of the curriculum
- To prepare and provide project boxes on staff request. A few days' notice is required and information given as to the subject, year group, ability, dates, days and times for which the boxes are required. Boxes should be collected from the library before the lesson and returned to the library after the lesson so other users have access. The librarian should be informed when the project box is no longer needed so that it can be disbanded and items returned to normal circulation. A questionnaire will be provided for feedback to monitor quality and control of the service.
- To involve departments in the selection of resources.
- To inform staff of new resources.
- To provide basic photocopying facilities for students for which a charge is made.

### Library Lessons:

- Library skills and worksheets will be provided to monitor progress.
- Information retrieval from many sources including ICT.
- Encouragement to read for pleasure.

### Borrowing:

- Users can borrow 2 items at a time.
- Books are issued on loan for 2 weeks.
- DVDs are issued on an overnight loan.
- Talking Books are issued for 1 week.
- Reference books are to be used in the library. If required in the classroom they must be issued to the borrower and returned immediately after the lesson.
- A reservation service is available. Reserved items will be kept in the library office for 2 weeks then returned to the shelf if they have not been collected.
- A selection of magazines will be provided for use in the library.
- Daily newspapers are available to read in the library.
- Items may be renewed if they are still required after the return date.
- A procedure for recovering overdue items is in place and will be maintained thoroughly.
- A borrower is responsible for the items they have borrowed. Therefore, someone else's details for borrowing must not be used to access resources.
- There are no fines for overdue items but a charge is made for anything lost or damaged. Monetary fines will be paid into library capitation and spent on replacing stock.
- All items will be recalled at the end of the academic year.

### Stock:

#### Acquisition:

- The Librarian is responsible for stock selection and works closely with members of staff to ensure that curriculum requirements are met. Recommendations from students, individual staff and departments are taken into account. When considering stock for purchase the following selection criteria should be applied:  
relevance to current curriculum; a wide range of media;  
reliability; provision of fiction and non-fiction for pleasure; balance maintained over all reading abilities and age groups; offers equal opportunities regardless of gender, race, religion, political belief.

#### Stock deletion:

- Stock will be edited on the basis of the following criteria: physical condition, out of date or misleading information, current relevance to the school curriculum, stock is still showing evidence of value through being borrowed in recent past.
- Decisions on disposal of stock are at the discretion of the Librarian.

### Information Technology

- 10 computers all networked and internet linked, are available for work related activities.
- 1 computer is set aside for the sole use of on-line public access. (Search Star).
- 3 printers, one of which is colour.
- Students may print from the computer; however, a small charge is made for colour printing.
- Students sent to the library to print should bring paper with them from their teacher.
- Students must provide their own headphones if needed.
- There is a desk top photocopier.
- Library records are managed using a computerised system.
- The library complies with the whole school policy on acceptable use of computers.

### Acceptable use of Library

- The library supports the Behaviour for Learning policy of the school.
- The library is an area where students and staff should expect to find and sustain a quiet working environment conducive to learning. An atmosphere of quiet industry will be maintained. Students will be encouraged to recognise the needs of others. Noisy and disruptive students will be asked to leave.
- The Librarian has the right to refuse entry to any students when the numbers may contravene Health and Safety regulations.

### Library Rules

- Return or renew items by the due date.
- Behave sensibly and quietly at all times.
- No running allowed.
- No eating or drinking.
- Bags and coats to be placed in designated area.
- No chewing gum.
- Mobile phones should be switched off.
- Return items to their proper place, or the returns trolley.

### Monitoring use of Library

- Students sign in and out.
- Statistics showing borrowing by years, fiction, non-fiction, gender are available on request.
- Occasional surveys are carried out to heighten awareness of staff and student views.
- Records are kept of:
  - Lunchtime Study use.
  - Project boxes provided to staff to support teaching topics.
  - Stock checks
  - Total of all books withdrawn.
  - Private photocopying and printing charges.
  - Fines imposed.
- Accounts are kept of all monies taken in and paid into Library capitation.

### Health and Safety

The Library will comply with the Health and Safety Policy of the school.

### Staffing and Staff Development

- The Librarian has over-all responsibility of the Library.
- Student Librarians will be encouraged to complete a Student Librarians' Training Course which is provided by School Library Support. Standard and advanced level are available.
- Volunteers are welcome to help in the Library, they will all be CRB checked.
- Staff will be informed of relevant courses.
- The Librarian will attend the School Librarian Network meetings held once every half term.
- The school will support the School Library Support service by yearly subscriptions.
- School Library Support offers a course to school librarians every year.
- The Library is a member of the Schools Library Association



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### Responsibility of Staff towards the Library

In order for the Library to function more effectively staff are asked to inform:

- When they wish to book a class in to the library or reserve computers for teaching or research work or require the library for any other reason.
- When stock items are likely to be in high demand for a short period of time.
- When there may be changes in teaching topics and curriculum.
- When a new member of staff is appointed so that induction into the library can be offered.
- Which items they would like to see added to or removed from the existing stock.
- Give a few days notification when requesting a project box.