

LIBRARY POLICY

The College Library exists to support the work of all students and staff through the provision of services which react to and anticipate the future needs of a changing curriculum.

I. Principles

The Library:

- 1.1. Is inclusive by providing a range of up-to-date resources which are readily accessible and appropriate to all students and staff for both curriculum and leisure.
- 1.2. Promotes a love of reading for pleasure and to gain knowledge and information.
- 1.3. Promotes the development of independent study habits.
- 1.4. Develops study and retrieval skills, enabling students to be successful in their tasks and providing them with the skills needed for future higher education and employment.
- 1.5. Provides a welcoming safe environment for all Library users throughout the College day.

2. Procedures

- 2.1. The Librarian is responsible for a delegated Library budget.
- 2.2. The Librarians consult with staff, School Library Service and students to select resources for the Library.
- 2.3. The College seeks to maintain state-of-the-art IT resources in the Library which are under the day-to-day supervision of the Librarians and which are maintained by the technicians. The On-Line Public Access Catalogue (Eclipse 'searchstar') system gives all users access to the catalogue.
- 2.4. The Library staff work continuously to improve both quantity and quality of Library usage. They monitor and evaluate usage through issue statistics, head counts, booking sheets and sampling loan history.
- 2.5. These statistics inform the annual Library Team Improvement Plan which is drawn up in conjunction with the Library Committee, drawn from representatives of staff and students.
- 2.6. All students are expected to maintain very high standards of behaviour in the Library, where the aim is to establish a busy but calm atmosphere. Any students who fall below expectations are dealt with according to the College's Behaviour Management Policy.
- 2.7. The Library offers an opportunity for students to develop skills of leadership and responsibility, and the Librarians train student librarians in order to facilitate this.

- 2.8. Library staff create and present induction lessons for Years 7 and 12 at the beginning of each College year across the curriculum and these are reinforced throughout the year when students are encouraged to use their independent learning skills for subject based research.
- 2.9. The Library is used before and after College and is open from 8am to 5pm each day in line with the Extended Schools' Agenda. There is a librarian on duty and daily Sixth Form helper to support younger students to access the facilities they need and to provide help with homework.
- 2.10. The staff display students' work and reading promotions
- 2.11. The Library maintains all resources in a safe and usable condition and ensures that they are broad and balanced to cover the whole range of abilities, cultures and gender.
- 2.12. Students borrow up to four books for two weeks for leisure or study purposes and overdue books are pursued first through tutors, then parents, then Year Leaders.
- 2.13. The Library staff are line managed by an Assistant Principal with whom they meet regularly in order to monitor progress on the Improvement Plan and deal with any other issues.
- 2.14. The staff development needs of Library staff are identified through annual performance management reviews.

3.0. **Review of Policy**

This policy is reviewed every three years by the Learning Committee of the Governing Body.

**Ratified by the Learning Committee of the Governing Body
8th March 2010**