

LIBRARY POLICY

Aims and Objectives

In accordance with the aims of the school, the Library seeks to support students in taking responsibility for their own learning and in developing lifelong habits of research and study which will enable them to make the most of present and future opportunities for furthering their own interests and education.

Objectives

1. To support students in their learning
2. To support staff in their delivery of the curriculum
3. To stimulate and encourage students' wider interests.

Stock

Fiction

- A wide range of fiction should be available to stimulate interest and to support the English department in its delivery of the National Curriculum. Stock should cover a broad range of genres and cultures.
- Students should be involved in reviewing and suggesting titles.
- The Departmental Assistant (Library) should take an interest in new fiction and display acquisitions and students' fiction related work where possible.

Non-fiction

- Non fiction stock should cover all course topics in a broad, balanced and relevant way. There should also be some material relevant to students' hobbies and interests.
- Magazines and newspapers should be available to facilitate students' individual learning.

Services

The Departmental Assistant (Library) is available from 1.00pm to 5.30pm to run the centre, giving assistance to staff and students in using all the facilities.

- Helping staff and students in retrieving and using materials and equipment, including information technology.
- Ordering, accessing, cataloguing, shelving and displaying material.
- Ensuring that copyright is adhered to.
- Assisting with the induction of new staff and students in the use of the facilities.
- Issuing and retrieving stock.
- Keeping a timetable of whole class and large group use of the resource centre and assisting teachers with these groups when requested.
- Supervising small groups in the resource centre, when arranged.
- Supervising students in their use of the library for private study.

Furniture and fittings should be appropriate to house and display a range of resources and reflect the school's health and safety policy.

Agreed by the Ethos Committee 2nd May 2018

Next Review: Spring 2020