

# St Richard's Catholic College

## Library Policy



**The Policy was adopted by the Governing Body: September 2017**

**Chair of Governors:**

**The Governing Body will review the policy in September 2018**

## ST. RICHARD'S CATHOLIC COLLEGE LIBRARY POLICY

The college Library supports the school in its commitment to providing a stimulating learning environment, giving all our pupils access to a range of resources, to further develop their integrated learning.

The aims of the Library are to:

- Promote and support learning, and to ensure that an effective resource and information service is provided.
- To promote literacy and the development and enjoyment of reading.
- To provide a variety of resources and services to support the needs of curriculum development, through discussion with Subject Leaders.
- To ensure a calm, comfortable and welcoming library is available for all members of the college community to use and enjoy.

### Library Use

- Opening hours are between 8.30am and 4.30pm.
- All pupils may use the library at break and lunchtime, before and after school.
- During lessons, pupils must have their teacher's permission.
- Every member of the college is automatically a member of the library and is issued with a library key ring.
- The cost of a replacement Library key ring is £1.
- Pupils may borrow up to three items at a time. Books are loaned for a three week period, DVDs for seven days. Only one DVD may be borrowed at a time.
- Fines are imposed for the late return of items at the rate of 1p per day.
- Fines are paid when items are returned.
- Overdue lists are sent each term to all Personal Tutors and Pastoral Leaders.
- Overdue letters are sent to parents/carers if items become very overdue or are declared lost.

### Computers and use of the Printer

- Computers are available from 8:30am, during break and lunch time, and after school until the Library closes, for school work.
- There is a printer in the Library available for Library users.
- The rules regarding the use of ICT equipment apply.

### For Learning

- The library's resources seek to support the curriculum and are available to all departments.
- The library can be booked for use by departments e.g. English on a yearly basis, or individual staff members for specific periods in liaison with the librarian.
- Staff wishing to send individual pupils or small groups to the library to use its facilities should liaise with the librarian, to ensure that there is space for all.
- All Year 7 pupils follow a six week 'Library Skills' programme to enable them to develop research skills and become independent learners.

## For Recreation

- Reading group meetings are held at lunchtime throughout the school year, linked to the three book awards:
  - The 'Southern Schools Book Award' is aimed mainly at Year 9 from September to December.
  - The '1066 Schools' Book Award' is aimed at Years 7 to 10 and is a local Award involving secondary schools in the area from January to March, ending with a video conference between the schools.
  - All pupils are invited to participate in shadowing the 'Carnegie Medal' from April to June.
- Competitions are held in September- Postcard reviews for Year 7, together with prizes for the class with the most reviews.
- World Book Day is supported with vouchers towards the cost of a book and may be celebrated with an author visit or other activity, such as "Big Book Donation" to Oxfam.
- Lunchtime activities are held periodically e.g. World Poetry Day, and a quiz or competition once a term.
- An after school film club is held in the Library every month, currently for Year 7 and 8 SEN pupils.
- The annual 'Oxford Overnighter' trip investigates the Bodleian and other historic Libraries and Museums in Oxford, and is offered to Librarian pupils, historians and scientists.

## Pupil Librarians

- A structured training programme for pupil librarians is in place.
- Librarians with a particular liking or talent for IT may become part of our technical support team.
- Two Head Pupil librarians are appointed each year to assist in the training of younger pupils and assist the librarian with day-to-day tasks associated with the running of the Library.
- Year 7 pupils are invited to become librarians in December, ready for a January start.

## Library Accommodation

- The library provides a learning resource area, with easy chairs arranged in a formal group and eighteen computers arranged on three tables with upright chairs.
- There are seats for thirty pupils in the main body of the library.
- The printer is linked to all computers in the school.
- Fiction and non-fiction are situated at the far end of the library.
- The biographies, reference area, encyclopaedias and careers library are situated behind the computer section.
- DVDs may be found near the main desk.

## Resources

The library's resources can be categorised as follows:

- Fiction - arranged in three main sections in alphabetical order according to the surname of the author. Genre labels help to guide readers toward fiction they enjoy.
- Non-Fiction - arranged using the Dewey system. Books are classified by Dewey Decimal number on the base of the spine.
- Reference - arranged according to the Dewey System in a distinct area of the library. It includes sets of encyclopaedias, dictionaries, atlases, Local History and other books to support the curriculum. Reference books are signposted by red tape on the spines and

are clearly marked 'FOR REFERENCE ONLY'. They must not be removed from the Library.

- We hold a collection of resources for MFL, French, German and Spanish, with dual language texts.
- DVDs – book-based and curriculum supporting DVDs are available for loan. The Library makes an initial charge of £1, with 50p being returned provided the item is returned within date.
- Newspapers & magazines. The Daily 'I' newspaper is available from the desk. Currently, magazine titles have their own rack: back numbers are held in subject boxes, available for use with classes.
- Careers Section- includes college and university prospectus, leaflets and information on jobs, careers paths and useful web-sites to visit.
- A Smart-board is available for use in the Library.
- Staff may request a book box to be made up from the school library stock.
- The librarian is always happy to advise staff on the range of resources available.
- Resources are constantly being reviewed, refined and expanded to develop pupil's research skills.

### Staff Library

- We have a small collection of books aimed at supporting teaching available for staff to borrow, together with the 'Reading Well' collection, to promote mental well-being.