



## Archbishop Ilesley Library Resource Centre Policy



### Library Staff

Mrs S Maher            Librarian  
Miss M Kellett        Assistant Librarian

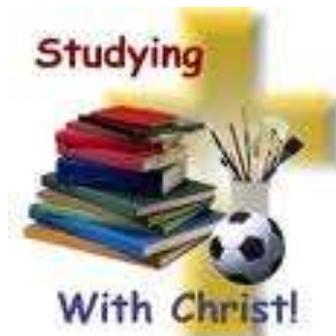
Archbishop Ilesley School Library is available for use by the whole school community. The library is integral to the curriculum and is at the heart of the school.

### Mission Statement

Archbishop Ilesley School library strives to provide a welcoming environment with a multiplicity of resources in order that students and staff may work effectively and achieve their full potential, whether individually, classes or in small groups. We promote life long learning with qualified support and understanding.

Archbishop Ilesley School library can help fire your thirst for knowledge and promote a passion for the written word.

Christ achieved through endeavour let us endeavour to achieve.



## **Objectives**

- ✚ To support the curriculum at all levels, particularly in meeting the SIP target of improving Literacy.
- ✚ To create a resource that engages students and staff.
- ✚ To develop a whole school information research service.
- ✚ To encourage students to broaden their reading horizons by providing exciting current leisure materials.
- ✚ To provide a range of information resources and media formats ensuring that they contribute to the spiritual, social and cultural development of all library users.
- ✚ To communicate information regarding the libraries resources, facilities and activities throughout the school.
- ✚ To continue to promote and support the curriculum through the school VLE.

## **School Library Management and Communication**

- ✚ Librarian to attend regular meetings with the Catholic Partnership Librarians and SIN (schools information network) librarians.
- ✚ A team of student librarians is maintained in order to involve pupils in the running of the library.
- ✚ All curriculum areas, HOD's are to submit topic timetable on course content from their programmes of study to librarian to ensure that the library is able to develop in line with curriculum needs.
- ✚ Subject staff are asked to inform the librarian in advance of any research projects to be undertaken by pupils so further provision of resources can be prepared.
- ✚ The library DIP will be updated each year in line with the SIP, library budget and development needs.

## **Access**

- Opening hours are:-
  - 9.00am – 4.00pm Mon, Tue, Thur, Fri
  - 8.45am – 4.00pm Wed
  - Including Break and Lunchtimes.
- ✚ The sixth form study room is available during the day for study use only. The sixth form study room is bookable by class teachers of years 12 and 13 only.
- ✚ Pupils may use the main library during lesson time with library staff permission and a signed note from the teacher, except where lessons are already booked and taking place.
- ✚ Staff may arrange lessons in the library through the library staff.
- ✚ Library staff will be on hand whenever possible to support pupils in interpreting their coursework and tasks and help develop their research skills.
- ✚ Library staff will ensure that the collection is easily accessible through signage, guidance and OPAC via the school VLE.
- ✚ Library will continue to maintain and develop interesting and relevant displays.

## **Induction**

All year 7 and year 12 pupils will receive a Library Induction during their 1<sup>st</sup> term at school. They will be provided with information leaflets explaining the use of the library. Year 7 will also take part in a library treasure hunt enabling library orientation. Year 12 will also be given the opportunity to partake of Harvard referencing sessions.

All new staff will receive a library information leaflet and the offer of a Library induction, ensuring continued Department/Library collaboration.

## **Code of Conduct**

- ✚ Students will follow the library code of conduct in line with their planners.
- ✚ Students will follow the ICT code of conduct in line with their planners.
- ✚ Keep the noise down to avoid disturbing other users
- ✚ All books and equipment must be treated with care
- ✚ Food and drinks are not allowed.
- ✚ Return books and borrowed items promptly.

## **Resources, Accommodation and Finance**

A variety of constantly updated appealing fiction suitable for all ages and all abilities is to be kept in stock. A specific collection of “easy reads”/ short stories for students with a lower ability to be kept, in order to develop their independent literacy skills.

The Library to stock a wide range of non-fiction media to reflect and support the needs of the curriculum and to help support leisure reading.

The Library will promote whole school reading using diverse means, such as Author visits, World Book Day, Booked Up, C2C book magazine, Book Club, Birmingham Catholic Partnership Libraries Book Award, Carnegie Book Award, Games Club, Seasonal Activities and inter departmental collaboration.

The Librarian will continue to maintain and develop the Staff resource library.

The Librarian will assist and guide staff on accessing information sources and services in and outside of school on request.

The Library will provide a variety of seating for students and staff, including study tables, as well as providing computers with access to the school network and the school VLE.

The Librarian will produce a budget application that is designed to meet the developmental needs of the library stock and environment. The Librarian will ensure that expenditure does not exceed agreed budget allocation.

### **Monitoring and Evaluation**

The Librarian will undergo performance management in line with regulations and self evaluation under guidelines by the DCSF.

The Librarian will produce an annual report based on the Library DIP for the previous year, outlining successes and areas still in need of development, also to produce statistics using the Library Management System and other accounting methods.

### **Library Collection Development Policy**

CILIP recommends that School Libraries should have at least 13 book items per pupil and 15 per sixth form pupil and that 10% of the Library stock should be replaced annually.

The collection will be developed in line with the curriculum ensuring Library media meets and supports the needs of students. These materials will be differentiated in a number of formats that are cross-curricular all abilities and accessible by all students and staff.

Types of media are books, journals, newspapers, audio materials, large print, e-books and other items to support the curriculum.

The Library will continue to provide and develop resources for the school VLE such as Harvard Referencing Power point, voting for Book Awards and other items.

The fiction collection will be continually updated, holding popular fiction and classics. The collection will hold different genres and cater for all abilities at accessible levels for all students. This ensures development of student reading and literacy levels.

## **Withdrawing Stock**

Items will be withdrawn from Library stock under the following conditions:

The item is damaged beyond repair and a replacement has been purchased.

The item is damaged beyond repair and it is deemed by the Librarian and/or Assistant Librarian that a replacement is not necessary due to the number of materials already in the collection in that subject area.

The item is more than 5 years old and more up to date media is already available.

The item has not been borrowed from the fiction collection for more than 5 years.

There are duplicate copies and it is decided they are not necessary.

All appropriate weeded items to be sent to Malawi via the Catholic organisation:  
Krizevac Project, Cana, Radmoor Lane,  
Abbots Bromley,  
Staffordshire,  
WS15 3AS

## **Charge for lost or damaged or overdue items**

Fines are NOT charged at Archbishop Ilsley School.

All materials lost by a borrower or not returned following overdue procedures will be charged for. Replacement cost is raised via the Library Management System.

We only charge face value of the item no administration cost is added.