



LEARNING RESOURCE CENTRE (LRC) POLICY

Plantsbrook LRC is a thriving busy service within school. A large number of students use the resources during breakfast, break, lunch and after school combined with good use during lesson times from sixth form students. LRC stock and services have continued to develop over the last twelve months and we have been successful in capitation bids for increased funding to boost the stock further. Forging curriculum links ensures that new resources support the curriculum and students requirements for independent learning. All Year 7s entering the school receive an LRC induction during the Autumn term to help them make the most of the resources available to them. Year 10s and 12s have the opportunity to receive an induction to boost understanding of resources available at this higher level of study.

The LRC houses a number of resources – fiction books, talking books, curriculum based information books, newspapers, journals, 31 networked PCs providing access to a range of software packages, internet and email. Since September 2007 the LRC has been used as a Sixth Form Study Centre during lesson times. All resources are available to the whole school community before and after school as well as at break times and lunchtimes.

The LRC actively encourages student participation with a number of students volunteering to work in the LRC.

The LRC is also used for meetings, conferences and special events, mentoring, and one to one special needs tuition.

Aims:

- 1. To provide and maintain an appropriate range of resources to support teaching and learning within school.**
- 2. To develop students' information handling skills using a wide range of media.**
- 3. To encourage reading for pleasure for all reading ages and abilities**
- 4. To provide a welcome supportive environment conducive to reading and studying**
- 5. To encourage students to become socially and morally responsible through co-operative and independent use of the LRC and also through their duties as LRC student librarians.**

Access

The LRC is open before, during and after school. This allows maximum access to the LRCs resources and services to staff and students. Information books are organised using the Dewey Decimal Classification system. Fiction resources are organised in alphabetical order by the authors surname.

Accommodation

The LRC is located on the first floor with limited access to those with disabilities. The LRC houses fiction books, curriculum based information books, reference resources, careers materials,

newspapers, journals, 31 networked PCs providing access to a range of software packages, internet and email and the Sixth Form Study Centre.

Staffing

The LRC is managed by a qualified librarian working term time only.

The LRC Manager reports to an Assistant Headteacher.

The LRC Manager actively undertakes personal professional development with participation in external/internal training courses, conferences and exhibitions.

The LRC actively encourages student participation in running the LRC at break and lunchtimes and during the breakfast and homework clubs.

Collection Management

Purchasing

Resources purchased by the LRC will support teaching and learning, promote wider reading of a range of topics and provide resources for recreation.

Resources purchased will be accurate, unbiased, and suitable for a range of ages, abilities, needs and interests in relation to the school population.

The LRC budget for resources will be distributed as fairly as possible, with emphasis sometimes placed where the stock is weakest.

Capitation bids are requested each year to provide additional funding to target stock development and improvement as highlighted in the LRC school improvement plan.

The LRC continues to develop links with Subject Leaders in order to ensure stock purchasing supports teaching and learning throughout the school.

Weeding

Stock is weeded once a year during the summer term. Resources that are out of date, inaccurate, damaged or no longer support the curriculum are removed from stock.

Disposal of stock

Books sales, donations to charity and disposal of stock are at the discretion of the LRC Manager.

Monitoring and Evaluation

Statistics will be gathered on LRC usage and stock use by gender, group and stock type. Some LRC services will be evaluated.

A combination of the LRC software, surveys and traditional headcounts will be used to collect data.

Information gathered will be analysed and presented in an annual report. More regular updates will be available on request.

Loans Procedure

Students in Years 7-11 are entitled to borrow 2 non-fiction and 2 fiction items for up to 2 weeks.

Students in Years 12-13 are entitled to borrow 4 non-fiction and 2 fiction items for up to 2 weeks.

Staff are entitled to borrow eight items for up to 2 weeks.

Items that are required for longer can be renewed.

Reminders will be sent to staff and students with overdue items. Resources not returned will be billed at the full replacement cost of the item(s).

Induction

Students entering school in Year 7 receive an LRC induction within the first term.

Students in Year 10 and 12 receive follow up inductions. This provides them with the extra skills, confidence and ability to use the LRC to support their coursework and independent study.

Staff entering the school receive information about the LRC resources and services as part of their induction to the school.

Staff INSET: LRC induction and training in exploiting the services and resources provided by the LRC takes place during professional development sessions during departmental meetings.

Enrichment & Literacy Activities

The LRC hosts a range of enrichment activities, including reading groups and literacy based puzzle and games days. The LRC aims to actively involve students in events such as Readathon and World Book Day.

The LRC supports whole school literacy through the Accelerated Reader (AR) programme. The AR programme seeks to support all year 7 students and targeted Year 8 students in developing their literacy skills. This is a collaborative project between Leadership, English, the LRC, ACOs and form tutors.

Marketing, Promotion & Advocacy

The Marketing, Promotion and Advocacy plan was implemented in September 2011. The LRC will ensure that it responds to the needs of its users and that resources and services are actively promoted to users and non-users alike.

This will be achieved through curriculum liaison, displays (both in and out of the LRC), poster & flyer campaigns, hosting inter-form competitions and making use of other school media.

Display and Publicity

The LRC actively promotes resources and services to staff and students through themed displays, resource lists and current awareness bulletins. The LRC aims to change themed displays in the LRC and school corridors once every half term.

School Policies

The LRC fully supports Plantsbrook's **Whole School Behaviour Policy**. In addition, the LRC expects all students to abide by the LRC acceptable use policy. This is clearly displayed in the LRC. The LRC also supports the school's **Child Protection Policy**, **Health & Safety Policy**, **Policy on Inclusion** and the **Information & Communication Technology (ICT) Policy**.