Library Policy

Role of the Library

The Library aims to be at the heart of teaching and learning at Denstone College in order to help raise educational standards, to support the curriculum and the pupils' personal and social development. The Library will enable pupils to use information independently and effectively, and encourage reading and the use of books and information for learning and recreation. It is an educational library that will enhance learning, support teaching and facilitate the development of independent learning skills in order to help all pupils to become life-long learners.

Its primary objective is to be a central resource for the whole school community that stimulates pupils' intellectual growth and provides opportunities for pupils to find satisfaction in reading and research.
In order to achieve this, the library will:

Enable Independent Learning

The Library will enable pupils to become independent thinkers and learners by:
- encouraging reading and research in order to foster a spirit of inquiry and understanding
- improving the skills of pupils in finding, selecting, evaluating and using information
- promoting the use of a wide range of information sources including books, periodicals and online
- facilitating access to these sources via the library catalogue, *Eclipse*, guiding, and the suitable arrangement and management of stock

Enhance Learning

The Library will enhance the learning experiences of pupils by:
- providing a comprehensive range of relevant and current information resources in a variety of media
- encouraging wider reading in order to broaden pupils' knowledge and horizons
- supporting the improvement of pupils' literacy and their independent study
- maintaining a conducive atmosphere in the Library for reading and study
- acting as a gateway to information and resources within and outside of the College

Support Teaching

The Library will support the teaching needs of staff by:
- making available information resources for coursework, prep and lessons through a variety of methods and media
- managing bookings for classes to be taught in the Library and providing laptops as required
- informing staff of new resources, acquisitions and publications
- obtaining staff recommendations and requests wherever possible
- providing advice and support to help develop pupils' information literacy
- assisting and developing research projects and work involving independent research
- liaising with departments to ensure subject-specific resources are up to date, relevant and in use
- participating in the new staff induction programme

Promote Reading

The Library will endeavour to foster a love of reading as a life-long habit by:
- creating a reading culture to involve and inspire pupils regardless of ability
- providing a wide range of good quality, appropriate, useful popular and scholarly fiction and non-fiction at suitable levels
- encouraging pupil participation in reader development initiatives
- promoting reading for pleasure and to challenge
- displays, posters, promotions around the College
- creating a comfortable atmosphere and pleasing surroundings for browsing and reading
- offering a regular Activity
- involvement in national events, campaigns and competitions

Benefit the Whole School Community

The Library will undertake to be a resource for the wider school community by:
- working collaboratively with pupils and teachers
- sharing good practice and providing INSET courses
- using a variety of media to communicate with pupils, staff and parents

Access

The Library is open to all pupils and staff according to the shape of the school day and at other times for boarders' use:

MONDAY, TUESDAY, THURSDAY, FRIDAY
8.30-5.30
WEDNESDAY
8.30-4.00
SATURDAY
9.30-2.30
SUNDAY
4-6pm

It is also available to 4th Form to U6th pupils between 8.30-10pm Monday - Thursday evenings for private study.

It is closed during the school holidays and at exeats and half terms throughout the year.

Code of Conduct

Library users are requested:
- Not to bring food or drink into the Library.
- To turn mobile devices off or onto 'silent', and not to make or take calls in the Library.
- To help to maintain a quiet and productive academic environment.

Circulation and Loans

- ➢ Users may borrow up to 3 resources for 3 weeks.
- ➢ Additional loans or renewals may be granted at the discretion of the Librarian.
- ➢ After 3 weeks these may be either renewed (if another borrower has not requested it) or returned.
- ➢ An overdues process applies to items that are not renewed or returned after 3 weeks.

Staffing

The Library is managed by the Head Librarian (Head of Information Resources and Examinations). The Head Librarian is responsible for the strategic planning of the library as well as the day-to-day management.
The Library team consists of:
- ➢ Head of Information Resources and Examinations (FT)
- ➢ Assistant Librarian (FT)
- ➢ Information Resources and Examinations Assistant (PT)

- ➢ In the evenings the Library is supervised by a Gap Assistant
- ➢ On Sundays the Library is supervised by the Library Assistant/Matron

- ➢ Volunteers also help in the library at certain times whilst working towards their Duke Edinburgh Award
- ➢ A pupil librarian scheme was introduced in September 2016 for Junior school pupils interesting in becoming more involved in all aspects of the library service

Each full-time member of the Library staff is encouraged to take advantage of the CPD opportunities provided by the school to ensure that they remain up-to-date with developments in the field of librarianship and/or information management, education and information literacy.

Individual staff will be appraised in accordance with the College's Professional Review policy.

Accommodation

The Library is located in the main building of the College, adjacent to the Chapel.
It underwent significant refurbishment in summer 2013. The new Threlfall Library was officially opened March 2014.
It comprises the Fellow's Library, the Lower Library, the main library and an office.

Library routines

Information about opening and locking up is found in the Library Instructions folder in the L:Drive. This area of the College's IT network also contains instructions about using the Eclipse Library Management System and day-to-day library routines.

The routine in the library will vary enormously from day-to-day. Regular activities include (this list is not exhaustive):

- Supervising students
- Taking care of and issuing/retuning ICT equipment
- Book circulation and shelving/tidying
- Processing new stock and periodicals
- Maintaining the Library Management System
- Managing library books
- Inducting new pupils and staff into the Library
- Responding to enquiries from pupils and staff
- Providing advice and guidance about reading and research
- Promoting reading for attainment and pleasure
- Promoting the effective and ethical use of information in books, online and other resources
- Teaching weekly Library Skills lessons to 1st Form, intermittently to 2nd Form (in PSHE) and as required to other pupils
- Proactively liaising with colleagues to promote the use of the library and library resources

Library strategies

The Library's Development Plan is updated annually.

In addition to the areas covered above, this document includes library processes; collaboration with subject departments; strategies for supporting learning, independent study and literacy; publicity and communication; staff induction and professional development; and events.
Maintaining the currency and relevance of the library as a resource for the whole school community is paramount. In order to achieve this, regular communication with Heads of Department is essential. This includes obtaining up to date curriculum information and national strategy development pertinent to individual subject areas.
As a Head of Department, the Head of Information Resources and Examinations attends termly ALG meetings.

There are separate strategies for working with the following groups:

- Learning support
- Able and Highly Able
- Boarders
- Activities
- Sixth Form
- Volunteers

Library Timetable

Timetabled Library Skills lessons take place in the Lower Library for every First Former on a weekly basis. The library is also available for teachers to book in advance for classes to use the resources and facility as needed. Where appropriate and possible, relevant resources are provided to support lessons taking place in the library.
It is not intended to be used as an extension of or a substitute for an IT Room.

Library Laptops

Laptops are available for teachers to book for pupils use, and for pupils to use in Study Periods (Sixth Form) and at break and lunchtimes as well as before school. These are available on a first come first serve basis. The use of laptops for library-based lessons takes priority over other requests. There are up to 15 laptops available (in the Lower Library and Main Library respectively) at any one time. Chargers are also available if needed.

Any future development of IT facilities in the library will take place in consultation with the Director of IT.

Wifi is also available for users in the library.

Publicity and Communication

It is crucial that the Library develops and maintains a presence that extended beyond its four walls. The Library notice board has been situated in a highly visible location and is kept up to date.

A newsletter for pupils, staff and parents is published on a regular basis.
Email and iSAMS is used to communicate with pupils and tutors as required.

Special events are publicised around the school and in Headmaster's Assembly.

The Library has a Twitter account for disseminating information to pupils, staff and parents; it is also used as a CPD tool for the librarians.

Articles for the school's website will be provided to the Headmaster's Office following Library-initiated special events and activities. The Library will also provide relevant articles for the *Denstonian* Magazine.

Budget

The Library has been allocated a generous budget that will enable it to develop over the course of several years and to maintain a collection that is in excellent condition, wide ranging, relevant, and up to date. The budget is managed by the Head of Information Resources and Examinations.

Health and Safety

The Library Risk Assessment is updated annually and can be found in the I: drive.

Visitors to the Library

External visitors may be invited:
- in order to promote reading for pleasure
- to support the curriculum
- for special events

Visitors will adhere to the College's Policy for Safeguarding Children, and other relevant policies.

Links to Outside Organisations

The College is a member of the School Library Association. Networking and CPD through the SLA and CLIP, along with other relevant organisations) is encouraged.

Evaluation

The Library will evaluate the service that it offers by:
- reporting to the SMT on performance and achievements
- consulting with pupils and staff
- meeting with line management to ensure that the school's needs and expectations are being met
- (evaluation of stock is contained within the Collection Development Policy)

Collection Management

The Library collection will be managed to ensure that a balanced, current, relevant and attractive selection of resources in a variety of media is available to the whole school community.
The collection is managed by the Head of Information Resources and Examinations. The College community is involved in the development, promotion and use of the Library's services and resources.

Acquisitions & Purchasing

Decisions regarding what stock to purchase will be made taking into account the best value offered by a range of suppliers, providers and publishers in order to maintain the best possible quality range of useful and relevant resources.

The Library encourages recommendations and requests from pupils and staff.

Non-fiction includes
- Material to support and extend the curriculum
- Material to cover hobbies and leisure interests
- Material to provide careers advice and guidance
- Material to inspire pupils and broaden their horizons
- Material to enhance PSHE teaching for teachers' and tutors' use
- Material of general interest, reference resources and current affairs publications
- Encyclopaedic material in various formats

Fiction includes
- Quality fiction covering a wide age, ability and interest range
- A selection of popular titles that actively encourages reading for pleasure
- Fiction that is accessible and that challenges readers with different abilities

The Library will have an inclusive policy towards acquisition and purchasing of stock in order to provide a wide range of fiction and non-fiction and material that challenges the norm will not be excluded. However, material that is deemed to be sexist, racist or otherwise offensive or explicit will not be accommodated. Books with social or emotional content that is outside of the day-today life experiences of certain readers may be restricted to more mature readers, at the discretion of the Librarian.

Newspapers and periodicals
- to support the curriculum
- covering a wide range of interests
- suitable for different ages and abilities

Electronic Resources to include
- Audio Visual material to support and extend the curriculum
- Audio Visual material that encourages and develops reading for pleasure
- Subscriptions to appropriate websites and databases to support the curriculum and promote independent learning, e.g. JSTOR, Britannica School, Philip Allan online magazine archive
- eBooks according to the College's future IT strategy

Stock Maintenance

In order to keep the library stock current, relevant and interesting, a rolling programme of stock weeding and maintenance will be carried out.
Decisions regarding the withdrawal library resources will be made upon the item meeting one or more of the following criteria:
- Not issued in the last five years
- Information out of date or no longer current
- In poor condition
- Topic no longer covered in the curriculum
- More than 10 years old (with the exception of texts deemed to be 'classic', standard or of particular relevance to specific subjects)

Certain items that meet the above criteria but that are felt to be of historical interest will be transferred to the Fellow's collection, as appropriate.

Books that meet the above criteria will be disposed of, offered to departments (but not added to department stock unless for specific reasons) or given away at the discretion of the Library.

Donations to the Library will be considered at the discretion of the Librarian.

Regular stock checks will take place in order to maintain the library stock.

The library uses MLS Eclipse [hosted] Library Management System to control stock, allowing circulation, cataloguing and management functions.

A self-service kiosk enables borrowers to loan and return books independently.

Overdue Books

This framework permits the library to recall books on a regular basis and, where necessary and in extreme circumstances, to recoup the cost of items that are not returned and therefore unavailable for others to make use of. It is intended as a means by which every borrower understands how the library operates, and both respects and takes responsibility for items that are not their own, as per other school and public libraries. At the same time, it is intended to foster open and regular communication between the library and the wider school community.

Pupils may borrow up to 3 non-reference only items at a time for 3 weeks. Items may be renewed if they have not been requested by other users. If an item is not returned or renewed, reminders are issued according to the following schedule:

- **Reminder 1**

Sent to borrower via Tutor when item(s) is 2 weeks overdue.
Books can still be borrowed, renewed or returned.

- **Reminder 2**

Sent to borrower via Tutor when item(s) is a further 2 weeks overdue
Books can still be borrowed, renewed or returned.

- **Email Reminder**

Emailed directly to borrower when item(s) are a further 2 weeks overdue.
Books can still be borrowed, renewed or returned.

- **Reminder 3**

Sent to borrower via Tutor when item(s) is a further 2 weeks overdue.
Pupil may no longer borrow books until overdue item(s) are returned.[1]
Pupil is notified that parents/guardians may be contacted and item(s) may be charged for if not returned by stated date (usually the end of term).
A follow up email may also be sent and cc'ed to tutor before:

- **Reminder 4**

Sent 12 weeks after the issue date to the borrower's parent/guardian by email or post to advise of the possibility that book(s) may be charged for.
The library will not charge late fines. However, any item(s) not returned or its whereabouts not explained to a Librarian after 4 reminders will be charged for on the end of term bill. The charge for the item will be calculated according to how much it would cost to replace it.

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[1] With the exception of English Department Reading Weeks

Additional Reminders

- **Start of Michaelmas Term**

To recall all books borrowed over the previous summer holidays.
Sent before Reminder 1 (above)

- **Reading Week books**

Sent to borrower via English teacher and tutor if necessary to recall books borrowed for previous reading weeks and required for subsequent weeks.

- **Individual email reminders as necessary and when overdue item(s) have been requested by another borrower**

Posters will be displayed throughout the school advertising for overdue books and a date by which to return them.
Notices will be given out requesting the return of overdue books in addition to communication with individual borrowers, as per the schedule above.

All Library Policies will be made available to pupils, parents and staff via the College's website, communication to home, and upon request in the Library.