

TASKER MILWARD VC SCHOOL

LIBRARY POLICY

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Aims

The Library aims to provide a welcoming learning environment which is central to the school, actively supporting teaching and learning, recognizing and valuing each individual as a lifelong learner, supporting the development of independent learning skills and fostering a love of reading. We are committed to equality of access and aim to offer opportunities for all pupils to take responsibility for their own learning and recreation, effectively and with enjoyment.

Objectives

- 1. To provide resources relevant to the needs of pupils and staff.**
 - Resources will be purchased to support the curriculum and to encourage reading for pleasure.
 - Stock will cover a wide interest and ability range, taking account of equal opportunities and multi-cultural issues.
 - Resources will be withdrawn when out of date, when in poor physical condition, and when no longer relevant to the needs and interests of pupils and staff.
 - A photocopier is situated by the door which can be used at a cost of 10p per sheet.
 - Magazine rack for newspapers and periodicals and in the stockroom videos, DVDs, catalogues and leaflets.

2. To ensure resources can be easily accessed.

- Non fiction will be arranged by the Dewey Decimal Classification System in two sections reference and general non fiction. Fiction is catalogued and arranged in alphabetical order by the author's surname. Many fiction books are coded according to themes.
- Access to the library will be available to all pupils and staff from 8.30 to 4.00 pm.
- During the school day priority will be given to pre booked classes and groups of pupils/individuals doing research.
- To ensure the best possible access to resources, the borrowing limit is currently set at one for KS3, two for KS4, and KS5.
- Resource boxes to support a particular topic or genre can be arranged, with resources selected by the Librarian to target the appropriate age and ability levels. Bookings for resource boxes should be made in advance.
- Staff may book the use of computers for classes throughout the day and these are available for pupils during lunchtime for schoolwork.
- Library monitors will be on duty each lunchtime to assist with library activities.
- Coding of books; easy read section is coded according to reading ability based on Cliff Moon's 'Individualised Reading Levels'.

3. To facilitate independent learning.

- An introduction to the Library will be delivered to Year 7 during Skills lessons.
- Links to Basic Skills Intervention, the programme Guided Reading for identified pupils in Years 7 and 8 is run in the library.
- The Library is an area where the whole school community can expect to find and maintain a quiet, not silent, working environment, which is conducive to learning and recognizes the needs of all library users. Noisy or disruptive students will be asked to leave. A more relaxed atmosphere operates at break and lunchtimes to encourage the more recreational aspect of the Library.

4. To promote library use.

- The library will provide and promote resources for all pupils and at all levels.
- The librarian will support reading groups and provide help for individual pupils to access the reading materials
- Ensuring that displays are up-to-date, creating displays to highlight new stock, particular topics and genres, topical themes, and pupils' work
- Organizing events, activities and competitions to promote reading and raise awareness of books, authors and genres, as well as local and national events, issues and themes
- Stamp club meets first Wednesday of the month during lunchtime.

5. To promote the use of ICT within the library.

- Internet will be used as an educational research tool.
- Supervise the proper use of facilities by pupils.
- Promote the use of ICT as an integral part of the Library curricular and extra-curricular activities

6. To liaise with outside library and information providers.

- The librarian will co-ordinate external borrowing of resources and maintain local and national contacts with information providers

Budget

- There is an annual budget for the library which is reviewed yearly. This is for the purchase of books and resources
- Ensure that the library budget is spent proportionately across needs and departments
- Provide the best possible quality and range of resources at the best possible value across a variety of suppliers

Monitoring and Evaluation

- Regular monitoring and review of stock is carried out and gaps or areas for replacement noted. These reviews are also used as the basis for future stock purchases.
- ICT bookings are recorded with the Technician.
- The Library produces an annual development plan enabling the identification of priorities and key areas for development.

- Monitor use of resources by pupils and departments, report through Line Manager to SLT

“It has been demonstrated that, when teachers and librarians work together, students achieve higher levels of literacy, reading, learning, problem solving and information and communication technology skills”

UNESCO/IFLA School Library Manifesto 2000