

CHRIST THE KING CATHOLIC COLLEGIATE

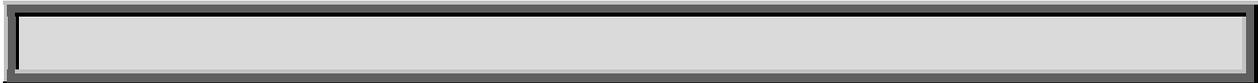


A Multi Academy Company



St John Fisher Catholic College Library Policy

Date: January 2016
Adopted: March 2016
Review: March 2017



Rose Lambe: School Librarian.
Rebekah Mountford: Assistant Librarian p/t

School Mission Statement:

CHRIST'S WAY

To follow the **Way** of Jesus Christ in showing, love, care, compassion and forgiveness for all members of the community

HIS TRUTH

To seek his **TRUTH** by providing a dynamic learning environment where each member can develop God-given gifts and talents

YOUR LIFE

To prepare for a **LIFE** of faith where Christ's Spirit is the essence of all that we do and enriches all whom we meet.

In 2009 the new school library opened to all staff, pupils and wider community of St John Fisher Catholic College and has become a focal point of the school. The school library strives to promote a friendly and supportive environment where access to a variety of information resources is provided to meet the academic and recreational requirements of all members of the school community.

Library aims:

- To provide a warm and welcoming environment to all members of the school community.
- To provide and maintain a range of resources to support teaching and learning within our school.
- To provide resources and facilities for recreational reading.
- To encourage students to become independent learners.
- To encourage the wider school community to use our facilities.

Staffing:

The librarian, R Lambe is responsible for the day-to-day management of the library and reports to the Headteacher. The library assistant, R Mountford shares her job roles between routine library duties (mainly before school, and during the pupils lunchtime) and time in the Mentoring Department. A number of pupils help in the library at break time and lunchtime with routine tasks – such as issuing and returning of books - after they have completed some training. Although the pupil librarians are not financially rewarded they are awarded credit marks for showing initiative and dedication to the job.

Accommodation:

The library seats approximately forty students, with an additional sixteen seats dedicated to computer use.

Space is limited and so:

- The library will not be used as an alternative venue for inclusion pupils.
- It will not be used as a common room for sixth formers.
- It will not be used as an ICT classroom, with the exception of research or skill based lessons led by a subject teacher.

Access:

All members of our school are welcome to use the library facilities. Open access to years 7 – 11 at lunchtime means that lunchtime supervision of adults to students can be 2:56. Sixth formers are not allowed to use the library at break time or lunchtime unless at the librarian's discretion, as they are able to use the library during their non-contact/study time.

At present the library opening times are:

08.00 – 08.45	Computers Issue & return of books Reading Homework
---------------	---

11.10 – 11.30	Computers Issue & return of books Reading Homework
13.30 – 14.10	Computers Issue & return of books Reading Homework
15.15 – 17.30 (Mon- Thurs) (15.15 - 17.00 Fri)	Computers Issue & return of books Reading Homework Occasional craft clubs

Library Usage:

- During lesson times a small group of up to 6 pupils may be admitted to the library with an accompanying pass signed by the teacher responsible, to work on a specific task.
- Teachers are encouraged to book the library for research based lessons. These lessons must not be restricted to ICT based research.
- All Trinity Sixth Form students who take subjects that are taught by teaching staff in our school will be able to access resources identified by the subject teacher.
- The library is also available during lesson times for sixth form private study, although this may be limited if a class is booked in.
- Teaching assistants or mentors can use the library facilities to work with small groups of pupils.
- All Y7 & Y8 English classes have at least one lesson per fortnight in the library so that they can read which is supporting the DEAR initiative.

Behaviour:

The library fully supports the school's general code of behaviour which is based on mutual respect. In order to maintain a pleasant working atmosphere in the library, certain rules must be adhered to at all times:

- Students must behave sensibly and quietly at all times.
- No chewing, eating or drinking allowed.
- Mobile phones are not to be used in the library.
- Books are to be returned to their proper place and work spaces are to be left tidy.
- Students are expected to behave in a sensible manner and to respect the needs of other library users.

- Noisy, disruptive pupils will be given a warning and if they continue to behave in an inappropriate way, will be sent out of the library. Future library access will be restricted for pupils who choose to disregard our code of conduct.
- If pupils use the library facilities after school they must be doing homework or reading quietly and following the library code of conduct. The library is not to be used as a social gathering.

Loan Procedures:

- Years 7 – 11 may borrow two items for a loan period of two weeks. (Items can be renewed if not required by other pupils after this time).
- Years 12 and 13 may borrow four items for a loan period of two weeks.
- Staff members may borrow up to ten items for a loan period of two weeks.
- Pupils are not charged fines for overdue books, as children are not charged fines in a public library. The main objective is to have the book returned – putting a financial barrier in the way can hinder this, but we do charge for lost or badly damaged books.
- The library management software is used by the librarian to recover overdue items from students. This is done by sending a series of letters to the student's form and if there is no response to this, then a letter is sent home, followed by a phone call if necessary.

Facilities include:

- Sixteen networked computers with internet access and full access to shared network resources, including curriculum software.
- A black and white printer.
- A Multimedia area with DVD, video viewing facilities and audio equipment.

Resources include:

- Books for loan and reference.
- CD Audio books..
- Magazines.
- Range of dictionaries.
- Careers leaflets and brochures.
- Braille books on loan from VI department as required.

Stock Selection:

- Items must be suitable for pupils' age range and reading abilities. Some items have an age restriction placed on them if the content is deemed to be inappropriate for younger pupils.
- Good presentation and quality.
- Good value for money.
- Fiction books should cover a wide range of issues, experiences and cultures and should not portray stereotypical views on race, gender and different cultures.
- Non-fiction books should be up-to-date- publications either as a point of reference or supporting pupils' leisure interests. Liaison is made with head of departments to discuss their resource requirements.

Stock Deletion (fiction):

- Books that are in a shabby or damaged condition.
- Presentation that is old fashioned and out dated.
- Items (other than classics) that have not been out on loan for previous five years.

(Non-fiction):

- Books that are in a shabby or damaged condition.
- Content that is out of date, as it can be misleading for pupils.
- Is part of a set of books where several are missing.
- Items that have not been out on loan for previous ten years.

Disposal of stock:

- Fiction books may be given to teachers for their classroom use.
- Non-fiction may be given to departments, but not if really outdated.
- Books can be destroyed and disposed of in the recycle bin.
- Books can be given to local charity shops provided that all school markings are removed.

Display:

Displays and posters both inside and outside the library will be engaging and informative and contribute to presenting the library as a focal point of the school. There is a main display area in the library which focuses on various themes to do with literacy and reading. This is changed half termly.

Learning Skills:

To assist in the process of helping students become independent learners, opportunities will be provided for all school members to be trained in using library facilities and become familiar with library skills such as using book indexes, contents pages, glossaries, dictionary use and finding specific items on the library computers 'search' system. Support will also be provided for lessons based in the library, provided that the teacher has discussed their requirements beforehand.