

# THE KINGSTONE SCHOOL

## LIBRARY RESOURCE POLICY

### A PRINCIPLES AND PURPOSE

The Library Resource Area is to be a central resource to provide books and information for everyone in the School, and to support pupils' learning in an attractive, stimulating learning environment.

### B BROAD GUIDELINES

- The Library Resource Area will be a source of learning materials (print/multimedia) for use by individuals, small groups and whole classes :

In response to the needs of the curriculum  
In response to cultural and recreational interests

- The Library Resource will seek to develop information retrieval skills.
- The Library Resource will participate in the development of reading skills and seek to encourage recreational reading through the provision of a wide range of printed material.
- The Library Resource will support teaching staff in curriculum development by providing existing materials, by effecting liaison with outside bodies and by assisting in the acquisition of outside resources.
- The Library Resource will be responsive to the Equal Opportunities Policy of the school, giving cognisance to equality of access, differentiation of reading levels, and representation of cultural and aptitudinal differences.

### C IMPLEMENTATION

#### 1 Responsibility

Two colleagues lead and manage the learning resource area and jointly are responsible for:

- execution and application of policy
- administration of the Library Resources Area
- promotion of Library Resources

#### 2 Procedures

Accommodation:

- (a) Provision of accommodation will allow concurrent use of individual study, group/whole class study, for purposes of deploying books or deploying non-book facilities.
- (b) There will be provision of an informal area for browsing (e.g. Newspapers & Periodicals).

- (c) There will be provision for open office space for administration purposes.

Stock Purchase:

- (a) There will be allocation made from central capitation per annum (per cent formula principle).
- (b) There will be monies designated (by percentage formula) from curriculum subjects' allocation per annum. The designated Curriculum Team staff member will liaise with Library staff regarding purchase of curriculum resources to be located in the Library.

Stock Review:

A policy of review is in place, taking cognisance of age, relevance, physical condition, exploitation of stock.

User Education:

Pupils. New entrants into Year 7 have a full induction programme prior to, and on starting school. The Form Tutor plays a central role in this, which includes an introduction to the Library and how it might be used.

Staff. A Library Induction, including INSET is to be offered to newly qualified staff and staff new to the school.

Communication:

- (a) A Library Resources Handbook is to be issued to staff per annum.
- (b) A Quick-Guide handout is to be issued to student teachers and supply staff.
- (c) Information to pupils is to be made on a routine basis by means of hand-out, classroom notice-board and published posters. 'Overdue' computerised notices are to be issued by the Form Tutor.
- (d) Letters to parents are sent in consultation with a Form Tutor, Link Tutor, or Head of Year (as appropriate).

Access:

- (a) The Library Resource Area will be accessible and supervised throughout the school day.
- (b) Individual pupils leaving lessons in order to access the Library Resource Area will have a permit-proforma from the subject teacher.
- (c) Teachers may access the Library Resource Area with whole-class groups for Library-based learning. A booking system is in place.

Circulation: An automated-library-system is in place.

- (a) Pupils and staff may loan resources.
- (b) Staff may request the creation of a 'resource-box' for specific programmes of study.

Resources:

- (a) The Library will seek to maintain resources, which include multimedia reference stock, World Wide Web, ephemeral materials, fiction (popular and literary) and non-fiction materials.

Fiction	33% approximately.
Non-fiction	66% approximately.

- (b) The Library will hold consumable materials and learning tools for library-based learning purposes.
- (c) The Careers resources are located in a separate area, co-ordinated by careers, connexions and work based learning colleagues.
- (d) The non-fiction stock is classified and signposted by the Dewey-Decimal system.

Monitoring and Evaluation:

A paper, summarising the usage of the Library Resource Area, will be issued to SMT and Curriculum Team Leaders per annum. The findings are to be used to inform the Library Service; Library Resources Area – Monitoring and Evaluation.

## **D OPERATIONAL GUIDELINES**

Reference Handbook.

Reference Library Resource Area Guidelines.

Approved at Governors' Autumn Term meeting 2007