

LIBRARY POLICY



FEARNHILL SCHOOL

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The Library at Fearnhill School is a flexible space in the heart of the school, with a wide and inclusive range of resources to support learning and teaching throughout the school.

The Library aims to play a vibrant role in the development of a culture that promotes wider reading, motivated readers and learners for life.

It provides a place for collaborative learning, creativity, and for developing independent research and information literacy skills.

The Library is managed by a professionally qualified Chartered Librarian on a permanent contract.

The Library is funded and accessible to the whole school community during and outside of the school day.

Our Library promotes the love of reading by the regular supply of new fiction and non-fiction, magazines and newspapers and participation in the Accelerated Reader programme.

Aims of the Library

- To encourage students to read a wide and challenging range of material, catering for all levels of reading ability and interest.
- To provide opportunities to discover the joys of reading by following events such as the North Herts Schools' Book Award and World Book Day, and promoting reading at every opportunity.
- To provide and organise a wide range of appropriate resources, in terms of quantity, range, quality, relevance, currency, condition and cultural relevance, for the needs of staff and students e.g. books, magazines, newspapers, ICT etc...
- To inform staff and students of these resources through displays, Fearnfile and reading lists.
- To provide resources which reflect the diverse nature of our society and provide an understanding of our society by avoiding material which is in any way offensive due to racial or gender bias.
- To provide equality of access to all Library users regardless of race, religion, gender, disability or Special Educational Need.
- To maintain professional development by the following:
 - attending user group meetings e.g. North Herts School Librarians Group and MicroLibrarian Systems;
 - attending other training where appropriate as conducted by recognised bodies such as SLA (School Library Association), CILIP (Chartered Institute of Library and Information Professionals) HFCBG (Herts Federation of Children's Book Groups);
 - Membership of professional bodies CILIP and SLA.
- To continually monitor and evaluate the Library's performance to ensure standards are maintained and improved.

Behaviour in the Library

Students are expected to respect the Library's resources and its users, in line with the whole school's behaviour policy and expectations.

The Library is used for study, reading for pleasure and playing chess or board games and so noise should be kept to a minimum.

Good behaviour is expected at all times in the Library, and behaviour expectations are displayed on the school's behaviour ladder in the Library.

Should students' behaviour fall below our expected standards, the Library follows the behaviour ladder as follows:

| Behaviour | Library category on SIMS | Sanction <i>(ban applies before school, break, lunch and after school)</i> | Issued by/agreed by |
|-------------|--------------------------|--|---|
| Warnings x2 | N/A | Student is given 2 clear warnings before an L1 is set and student is asked to leave | Librarian |
| L1 | LIB1 | Leave immediately + detention | Librarian |
| L2 | LIB2 | Leave immediately + 1 day ban + detention | Librarian + 2i/c English |
| L3 | Ban of 2 days or longer | By negotiation with HOF and/or HOKS <i>(appropriate to the seriousness of the behaviour and in-line with whole-school behaviour policy)</i> | Librarian + HOF/Head of Key Stage <i>(escalated to AHT for behaviour and welfare when appropriate)</i> |

- The Librarian sends a Schoolcomms message to parents informing them of the ban, and the student's form tutor is informed too.
- In the rare case of repeated failure to meet expectations, the school's behaviour policy is followed.
- In line with whole school policy, students are not permitted to eat or drink in the library.

Support from Senior Staff

- The Librarian is supported by the senior member of staff on duty making contact with the Librarian at break and at lunch each day.
- Duty staff can also be contacted by radio via reception.
- After school, the pastoral office is contactable to provide support if required.

Sixth Form Use of the Library

- Sixth Form students may use the Library for quiet study.
- Group work and discussions should take place in the Sixth Form areas, dining room or a free classroom.
- Sixth Form students may use headphones while working, so long as the sound is not audible to others.
- If a class has been booked in to the Library, sixth formers will be asked to work elsewhere.

Use of technology in the Library

- There are eight computers in the Library available for school work.
- All students must follow the school's Acceptable Use of ICT Agreement.
- Playing computer games is not permitted at any time.
- Students may use the computers before school, at break, at lunchtime and after school.
- At morning break, students can book a computer for use during either the first or second half of lunchtime that day, using the booking sheet on the Library counter.
- During lessons and registration time, express permission from a teacher or form tutor is required to use the computers.

- In line with whole school policy, mobile phones are not permitted in the library unless under the direct supervision of a member of staff for sound educational reasons.

Loan of Resources

- Years 7-13 may borrow up to two items at any one time by taking them to Library staff to be issued.
- In the absence of Library staff, staff and students should sign out the book using the signing out sheet on the clipboard on the counter.
- No books, or other materials, may be taken from the Library without being properly issued; this includes items being taken to classrooms.
- Library staff reserve the right to ask for parental consent before issuing some materials to younger students, in line with student welfare and safeguarding policies.
- The loan period for students is 14 days, and for staff 6 weeks.
- Anyone with overdue items will not be issued with further items until the outstanding ones have been renewed or returned. An exception is made for books required for the Accelerated Reader programme.
- Books should be returned or renewed by the date stamped on the 'date due' label inside the book.
- Books can be renewed by bringing them back and asking the Library staff to renew them.
- If a book has been reserved by another borrower, it cannot be renewed.
- Books should be returned by handing them into Library staff.
- In the absence of Library staff, books should be returned in the red box on the Library counter. The books will then be promptly removed from borrower records by Library staff.
- KS3 students are reminded to return overdue books during their weekly Accelerated Reader lessons.
- KS4 and KS5 students are sent reminders for overdue books via their form tutors' register packs.

Lost or Damaged Books

- If books are not returned following 3 reminders at weekly intervals, a School Comms message is sent to parents asking for payment to cover the replacement cost of the item.
- Similarly, if an item is damaged and its poor condition means it cannot be loaned to another student, a Schoolcomms message is sent to parents asking for payment to cover the replacement cost of the item.
- If payment for lost or damaged books is not received, students will no longer be permitted to borrow from the Library. An exception is made for books required by the Accelerated Reader scheme.
- If payment is not received, details are passed to the Business Manager to be managed under the school's financial processes.