

— THE —
SWEYNE PARK
— SCHOOL —

LIBRARY POLICY

AUTUMN 2022
(Review Autumn 2023)

Introduction

The main ethos at Sweyne Park is one of respect and it provides a secure environment in which everyone is encouraged and emboldened to do their very best, regardless of background or circumstances. The Sweyne Park School is also a Rights Respecting School that supports every child's right to an education and we see the Library as a crucial part of this. The Library will continue to encompass and contribute to the school's ethos of respect and securing pupil success by providing opportunities for excellence and for growth through education.

Library Mission Statement:

To be an outstanding Library integral to the whole school, by promoting independent study through research skills and full access to the curriculum and to play a major role in raising literacy levels by encouraging an enthusiasm in reading for pleasure.

Aims

- To provide a safe and secure, structured and welcoming learning environment.
- To encourage all pupils to become independent learners and thereby enabling their ability to retrieve information from a wide range of resources.
- To support and involve curriculum areas in the use and development of the library and its stock.
- To communicate an enthusiasm for books and reading for pleasure and learning.

Access and Inclusion

- The Library will be inclusive and welcoming to all.
- The Library will maintain a learning atmosphere that is calm, purposeful and relaxing. It will reinforce the school's code of conduct by expecting pupils to respect the rights of others to work without disruption and to respect the environment and equipment.
- The Library will support all students, staff and other members of the school community through its services and stock.
- The Library will maintain opening hours that provide access to all students and staff throughout the school day.
- The Library will promote, support and encourage reading across the school. Events, displays, competitions, promotions and author visits will all contribute in facilitating this.
- The Library will provide help to students when choosing books, with induction sessions and supported by "The Reading Game" provided to Year 7 pupils in the summer term.
- The Library space may be booked by staff for teaching whole classes, small groups or tutorials in collaboration with the Librarian. The Library will still be accessible during Break and lunchtimes to all students.
- Students may only be sent to the Library during lesson time providing they have a signed and dated note from their teacher, and providing there is room available depending on its users at that time. Students who have been removed from lesson for poor behaviour should not be sent to the Library, nor should it be set as a sanction.
- Links with external groups will be fostered as appropriate, to enhance and support the Library's services and provisions. These may include professional networks, public libraries, other schools, vendors and publishers.
- The risk assessment for the Library will be reviewed and updated regularly in line with school policy and practice.

Expectations of Pupils in the Library

Pupils will be provided with Library Induction sessions during Year 7 which clearly explain expectations. These will include respecting the Library, its contents and its users by:

- Ensuring the noise levels are kept to a minimum.

- Refraining from consuming any food or drink in the Library.
- Using the Library computers for home-learning research and activities only. The use of playing games on the computers is only permitted if it is a set home-learning task. Printing should be limited to home-learning tasks.
- Returning borrowed books on time and in the same condition and understanding the pupil is solely responsible in doing so. Books borrowed should not be lent to others. Books can be returned in person at the Library desk or deposited in the “Quick Drop Book Box” outside the entrance.
- Mobile phones are strictly prohibited in the Library.

Library Collection Management

- The Librarian is responsible for collection development and management; selecting resources to compliment and support both the curriculum and reading across the school, in line with budget provision. Suggestions from staff and students will be taken into consideration.
- The Library will endeavour to hold a collection of sufficient size and scope to support the school. It will strive, where possible, to meet the recommendations of CILIP and the SLA of thirteen books per student, with an annual replacement rate of 10%.
- The Library will not knowingly hold materials that are reasonably felt to be of a discriminatory or otherwise inappropriate nature. However, materials of merit will not be excluded simply for containing challenging content, or for discussing adult themes.
- The library stock, (including digital/online resources) will be reviewed regularly. Items will be deselected, updated or replaced where necessary.

Online Provision

- Online access to information and resources from the Library will be made available, wherever possible, on the school website and the Library page of Teams.
- The Library, alongside IT, will secure access to appropriate e-resources for students.
- The Library will use social media to promote itself and engage stakeholders.

This should be read in line with the school’s e-Safety Policy.

Resource restrictions

- Parents and carers are respected and valued Library stakeholders, but the Library will not necessarily comply with requests from a parent/carer to place limits on their child’s access to Library services and materials. The Library’s primary service duty is always to the student. Library resources will not be censored.
- Reading material is not censored by the Librarian, but permission is required and recorded from a parent/carer if KS3 students wish to borrow a book from the Young Adult section. These selection of Young Adult (YA) books are aimed at 14+ and the subject content of these books may contain swearing/mild sexual references/violence or deal with sensitive/adult issues.
- Where students wish to borrow books that may contain graphic, disturbing, or potentially upsetting content, the librarian will advise of such. However, many transactions take place without the librarian being present, and the librarian cannot be aware of all potentially offensive or upsetting content.
- Library users are expected to comply with lending arrangements, including care and return of resources. (Expectations are delivered via Library Induction sessions in Year 7.) Prompt payment of replacement costs for lost or damaged books will be required. The Library may decline to issue resources if a student has an outstanding overdue item, or a record of repeatedly misusing Library materials.

Information Literacy

- The Library will provide service and resources to assist students in information literacy. The provision will be covered during Induction sessions and supporting departments with home learning tasks and research projects.
- Clear labelling of library shelves and comprehensive key wording of resources to enable access via AccessIT online catalogue.

Evaluation

- Termly reports on the Library and its impact will be produced by the Librarian to Line Management and the Headteacher.
- Regular monitoring and evaluation of this policy will be carried out by the Librarian in consultation with Line Management and the Senior Leadership Team.