



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Library</b>
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A shaded area denotes a regulation to which all schools must comply	

***Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.***

## **Related Policy**

Spiritual, Moral, Social and Cultural

Clifton High School has three libraries offering an extensive range of fiction and non-fiction resources to support the curriculum and inspire a love of reading. As well as books, the libraries hold a range of journals and newspapers plus online research facilities for Sixth Form pupils. The libraries are staffed by a professional Librarian who provides school-wide support and who reports directly to the Senior Master.

For the Library Procedure see Appendix 1

## **Junior Library**

- This library houses the Early Years and Junior books, numbering approximately 7500 volumes in total. It provides a full range of picture books, fiction and non-fiction, supporting all abilities including those between stages
- It is located in WGH on the ground floor of Woods House and is staffed by the Librarian at: 12.30-1.15 and 2.00-3.35
- Pupils are allowed to use the library only with adult supervision. The popular lunchtime slot is used for independent learning and recreational reading
- Pupil loans must be supervised by a teacher or the Librarian
- Pupils in The Hive - Year 2 have a weekly library session during which they change their library books, read with teachers and the Librarian, and learn about the arrangement and use of the library
- Pupils in Year 3 - 6 have a weekly library session during which they may change their books, read together, undertake research for topic work or learn about the arrangement and use of the library
- The Librarian liaises with staff over topic work and regularly supplies relevant books for classroom work
- The stock reflects needs for classroom learning, popular titles and books designed to stimulate learning and the love of reading. The Enhanced Learning staff discuss and advise on specialist books to be added to the library's resources

*Covid-19 arrangements: Infants and Junior classes will receive weekly boxes of books from the library so that each pupil may take home a book for one or two weeks. When the books are returned they will be quarantined for 72 hours by the Librarian who will deliver another set in a different box. Because of the contamination risks of browsing, the Junior Library will not be open at lunchtimes or for library lessons. Clubs will take place within bubbles and all materials used will be quarantined for 72 hours.*

### **Senior Fiction Library**

- This library houses approximately 3,000 books, both classics and popular current fiction
- It is located in D11 on the first floor of School Green and is normally staffed by the Librarian at: 10.50-11.20, 1.15-2.00
- Year 7 and 8 English classes also use this library for class sessions
- Pupil loans must be supervised by a teacher or the Librarian
- Books with specific age-related content are labelled with a clear colour-coded system and it is expected that pupils will respect this system

*Covid-19 arrangements: Years 7-8 can sign out and change books during their library lesson. Any books browsed during a library lesson should be put in the Returns Box outside the library door for decontamination period of 72 hours. All loans will also be quarantined for 72 hours. Years 9-11 can visit the Fiction Library during set break periods: Monday Year 9, Tuesday Year 10, Wednesday Year 11. Sixth form students may use the Fiction Library by request. All pupils are encouraged to use the online catalogue to reserve items. Because of the contamination risks of browsing, the Fiction Library will not be open at lunchtimes. Signage is used for all Covid-19 arrangements.*

### **Senior Library**

- This library houses approximately 8500 non-fiction books and reference titles, plus journals, newspapers and DVDs. Twelve computers provide electronic research space, where Year 10 - Sixth Form pupils can access a wide range of online journals
- It is located in A21 on the top floor of the Main Building. It is open for pupils in Year 7 - 13 from 8.00-6.00 daily, and is normally staffed by the Librarian from: 8.30-10.50 and 11.20-12.00
- When the Librarian is not present, loans must be signed out on the appropriate form which is on the library desk
- As well as a library, it is used as a study area by Sixth Form pupils and as a Homework Room for Years 6 - 13 after school, under the supervision of a teaching member of staff
- Teaching staff may arrange to have classes, topic resources or other help from the Librarian
- It is open for five days during the Easter Holidays for those pupils who may wish to revise in the school and receive extra support

*Covid-19 arrangements: Desks and computer keyboards must be cleaned after every use. Books may be signed out as usual but upon return must be placed on the trolley by the Library desk for decontamination period of 72 hours. Similarly, any books browsed should be put on the trolley and not back on the shelf. Magazines and newspapers may be used, but students must sanitise hands immediately afterwards. Lunchtime access will be for Sixth form only. During its use as Homework Room, pupils must endeavour to stay within their bubbles. Signage is used for all Covid-19 arrangements.*

### **Resources**

**Aim: To provide and maintain an appropriate range of resources to support teaching and learning within the School**

- Resources are chosen to supplement and enrich class provision and to meet the information needs of the curriculum
- Curriculum resources are purchased in consultation with Heads of Department and teaching staff
- Other resources may be requested but final decisions are made by the Librarian
- A variety of resources are acquired reflecting all advances in information provision
- A standard selection policy is followed to ensure a consistency of resources (see Appendix 2)

### **Aim: To encourage reading for pleasure**

- Fiction stock is chosen to reflect all abilities and a full range of interests within the school
- Non-Fiction stock is chosen to encourage and extend the pupils' recreational interests as well as to support classroom learning
- Newspaper and journal subscriptions broaden current affairs knowledge

### **Information Literacy**

#### **Aim: To assist pupils to become independent users of information**

- Help is provided to all members of the school community as required or requested
- Classes can be provided with information literacy training to enable resources to be used to maximum benefit, for example in using the Dewey Decimal system and learning how to undertake online searches
- Lessons supporting Futures and Skills topics are provided by the Librarian
- Lessons can be provided with support where appropriate and in discussion with staff members
- Higher Level Project Qualification (HLPQ) and Extended Project Qualification (EPQ) pupils receive lessons and guidance in using the information resources for their specific subject areas

### **Loans**

#### **Aim: The loans system is designed to develop both a love of reading and a respect and responsibility for a shared resource**

- Each member of the School has a login number to access their account on the online library catalogue Reading Cloud. Pupils from Year 3 - 13 are encouraged to use the catalogue for locating and reserving books
- The Early Years pupils may borrow one item for one week
- Junior pupils may borrow one item for two weeks
- Senior pupils may borrow up to five items for two weeks
- Sixth Form pupils may borrow up to ten items for two weeks
- Staff loans are unrestricted though subject to recall if necessary
- Holiday loans are not permitted unless with prior arrangement with the Librarian
- Flexible loan arrangements may be considered at the discretion of the Librarian
- Items removed from any library when the Librarian is not present, including staff loans, must be recorded on the Loans sheet on the desk of each library
- Items may be renewed if there is no waiting list
- Return deadline dates are publicised towards the end of each term. Returns are to be made to the Returns boxes outside the Junior and Senior Fiction Libraries or on to the front desk in the Senior Library. Returns should not be made directly onto the shelves as they may not then be entered onto the catalogue system
- Overdue and lost items: Reminders will be sent to pupils with overdue books. The failure to return items by the published return deadline date may result in a flat fine/replacement fee of £5 being added to the next school bill

### **Stock Management**

#### **Aim: To supply relevant and current resources in order to provide accurate and encouraging learning opportunities**

Acquisition and disposal decisions are made by the Librarian (see Appendix 2).

### **Code of Conduct**

#### **Aim: To create an environment which encourages learning and offers work facilities**

- The facilities of the libraries are available to all pupils and staff as a conducive work and quiet leisure space
- No food or drink is to be brought into or consumed in any of the libraries, with the exception of water in a bottle
- All users should behave quietly and responsibly
- Making or responding to mobile phone calls is not permitted at any time

## **Literary Events and Extra-Curricular Opportunities**

**Aim: To inspire and enthuse readers beyond the library and to raise the profile of the library within the school**

- The Librarian organises two annual Book Fairs and author visits for all age groups up to Year 10. In addition, some events are included on the School Calendar and are arranged in conjunction with the Literacy Co-ordinators and the Heads of Departments (especially the Head of English)
- Events surrounding World Book Day are organised by the Librarian in consultation with the Literacy Co-ordinators and the Heads of Departments (especially the Head of English)
- Each Easter one Year 12 pupil is chosen to be Library Prefect. This role can be developed according to the views and approaches of the individuals involved, and helps to create an area of responsibility and communication which will provide useful experience
- One pupil from Year 7 – 9 may be selected to act as a Library Helper during the year, helping with a range of tasks relevant to the smooth running of the library service
- Two Year 5 pupils are selected every term as Library Monitors to help out in the Junior Library once a week
- The libraries are venues for clubs to encourage a love of reading and writing. Throughout the School, informal clubs are offered on a weekly basis, with a variety of activities both seasonal and topical

## **Action Summary**

The library service provides information, lending and research facilities in each of the three libraries, with opportunities for leisure and extra-curricular benefits. The service is open to all members of the school.

## **Success Criteria**

The fundamental success criteria relates to usage. Use of the services can be quantified and qualified through the mechanisms of the online catalogue which records loans and usage. In addition the Librarian keeps records of class usage of the resources.

# Appendix 1

## Library Procedure

### **Aim: To provide a supportive and comfortable learning environment**

- The facilities of the libraries provide pupils and staff with a quiet working environment conducive to learning
- Everyone may use the facilities of the libraries; users are expected to behave according to the Library Code of Conduct
- The libraries are open every week day during term time, unless under exceptional circumstances the Librarian is absent
- Pupils should respect the needs of other users and keep noise levels to a minimum; those pupils who do not comply will be asked to leave
- The Librarian is available at certain times of the day to provide assistance
- Teaching staff should encourage pupils to use the libraries and send small groups of pupils to work during lesson time where appropriate
- Teaching staff are welcome to use the libraries at any time, but any use with a class must be booked ahead with the Librarian and supervised at all times
- Non-fiction stock is ordered according to the Dewey Decimal system, details of which are displayed in the Junior and Senior Libraries. A simplified version has been devised for Early Years books. Infant and Junior books also use colour-coding as a finding aid
- Fiction in the Junior and Fiction Libraries is ordered by the surname of the author
- Shelf guiding and subject index volumes help navigation, along with access to the online catalogue
- The online library catalogue is available to all members of the School and instructions for access are displayed in the libraries. This may be used by all staff and pupils from Year 3 - 13
- Regularly-updated displays highlight new resources, topical issues, themes and pupils' work

## Appendix 2

### Library Collections, Acquisition and Disposal Collections

Library holdings aim to provide pupils with a range of texts which will

- Complement their curriculum learning
- Inspire them to show initiative and learn creatively beyond the curriculum
- Encourage reading for pleasure
- Introduce them to current affairs, different beliefs and political structures, geographical and historical reviews of Britain and the rest of the world and guides to responsible and safe living, for example in terms of growing up and navigating social media
- Address issues of behaviour, mental health and wellbeing, reinforcing the value of their unique identity and individual liberty
- Challenge them to look at and understand the diverse world around them, to find a personal meaning in life, to consider themselves in society and the environment, and to identify ways in which they can make a positive difference
- Support and reinforce the moral, tolerant and respectful values of modern multi-cultural and multi-racial British society

Collections are monitored regularly to ensure that texts are age-appropriate, relevant and up to date in both information and attitude.

Fiction collections cover all reading abilities and address diversity, cultural and racial issues. In addition there is a broad base of non-fiction, supporting particular reading interests (for example wildlife and the solar system) and fiction which covers the classics, popular series and new writers. Magazines and newspapers focus on stimulating awareness of current issues as well as stretching pupils academically.

#### Acquisition criteria

- Up to date information content
- Relevance
- Production quality and condition
- Value for money
- Recommendation from academic staff
- Current trends
- Promotion of cultural diversity, personal growth, cultural and social awareness, and British values of tolerance, responsibility and respect
- Stock is purchased from the Library budget which is managed by the Librarian
- Suppliers are designated by the Librarian
- Advice may be sought from professional booksellers and other school libraries
- Donations of good-quality second-hand books are welcomed on the understanding that if they are not deemed appropriate then the Librarian will recycle or donate them to charity

#### Disposal criteria

- Out of date information or edition
- Inapplicable information content (e.g. a geography book describing East and West Germany)
- Inappropriate political, social or cultural content or language
- Surplus copies
- Poor condition or old edition
- Minimal use or loans