

## **School Library Policy**

### **1. Policy Statement**

The mission of the Library at Sir William Perkins's School is to provide services and a dynamic learning environment to prepare all SWPS students to become life-long learners, independent thinkers, and mentally strong individuals.

The procedures set out in this policy are designed to enable Library staff to:

- actively support teaching and learning
- provide a wide range of resources to support the curriculum
- actively promote reading for pleasure as a meaningful and rewarding experience that can contribute to wellbeing
- provide a welcoming and supportive environment for all students and staff.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the School Office. It should be read in conjunction with the following school documents:

- Intellectual Freedom Policy
- IT Acceptable Use Policy
- E-safety Policy
- the School's Code of Conduct
- Safeguarding and Child Protection Policy

SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

### **2. Use of the Library**

All members of the school community are welcome in the library and have equal access to resources.

The library is open every day from 8am until 5.30pm, including break and lunch time. The Librarian is available from 8am to 4pm. After school, the library is managed by the Prep Supervisor.

Students are welcome to visit to conduct research, browse through the books, relax with a jigsaw puzzle, or simply read.

Teachers are able to book classes for sessions in the library and the Librarian is available to collaborate with the subject teachers for inquiry or media literacy lessons. Unsupervised students should not be sent to the library, unless by prior arrangement.

### **3. Intellectual Freedom**

As per The Chartered Institute of Library and Information Professionals [Statement on intellectual freedom, access to information and censorship](#) - (CILIP) 2005 guidance<sup>1</sup>, we uphold belief in the Freedom to Read; therefore, students are free to explore and learn from any books they choose.

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<sup>1</sup> [https://cdn.ymaws.com/www.cilip.org.uk/resource/resmgr/CILIP/Test/2005\\_foistatement0705\\_0.pdf](https://cdn.ymaws.com/www.cilip.org.uk/resource/resmgr/CILIP/Test/2005_foistatement0705_0.pdf)

Notwithstanding any relevant legal Safeguarding or Child Protection requirements, we reject the idea of censorship on any basis or criteria. The Librarian does not read every book or review every book available, although generally suitability for a school library is assessed. Students are advised about potential controversial or distressing content (when known), but no prior judgement is made on their behalf.

#### **4. Funding**

The Librarian is responsible for the expenditure and monitoring of the library budget. This will cover managing subscriptions, purchasing new resources and any materials used for displays, promotion of reading for pleasure and lifelong learning.

As per CILIP recommendation, approximately 10% of stock will be replaced annually to ensure adequate and relevant provision of resources.

Although any book donations are appreciated, the Librarian reserves the right not to include all donated resources into the stock. If that is the case, books will be donated to charity.

#### **5. Behaviour**

The Library Behaviour Code is aligned with the School's Code of Conduct. Students are expected to respect all the resources, as well as other users of the library. They may not eat, or drink and the use of computers is for study/ research only.

Where necessary, the Librarian may choose to restrict the access of students who disregard the rules or allocate behaviour points.

#### **6. Overdue Resources**

Resources can be renewed on request and overdue reminders are sent regularly to students and Form Tutors.

If resources are not returned or renewed, an email reminder is sent home, and finally, resources that are overdue for more than a half term, are considered lost and charged to the student's account. Refunds are not processed, unless in special circumstances.

#### **7. Monitoring and Review**

This policy will be reviewed and updated annually by the Assistant Head (Teaching and Learning), in consultation with the Librarian, or as events or legislation requires.

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| Next scheduled review date: May 2025<br>Last reviewed: May 2024 |       |
| Key updates in this version:                                    | • N/A |