

## Library

The Senior School Library is open throughout the school day from 08:00-18:00 Monday to Friday. Evening opening 19:30 – 21:00 is for Sixth Form boarders' Prep Monday to Thursday. All pupils (F4-U5) should sign in for Private Study lessons.

The Library seats up to 44 at tables on the mezzanine (Sixth Form only) and up to 32 at tables downstairs. In addition there is a large amount of soft seating at the front. The Lecture Theatre is divided between a Culford VI collaborative study room and the Sixth Form Office. The Lecture Theatre may be booked for Sixth Form seminars, lectures or meetings during lunch or after school, with a capacity of up to 40, but the Sixth Form study time must take priority. Please contact the Librarian to book or email [librarybookings@culford.co.uk](mailto:librarybookings@culford.co.uk).

A library induction programme is available to all members of Common Room on the Library Google Classroom, and staff are encouraged to familiarise themselves with the Library's print and online resources for their subject area. There are no formal limits set on Common Room borrowing, but all books or DVDs should be returned as soon as finished. Staff and pupils are emailed a few days before books or DVD's are due to be returned.

The Library offers a comprehensive range of print, online and audio-visual resources as well as fiction for all age groups and ability levels, including the Sixth Form and Common Room. The Library has a staff CPD section available for all staff to borrow, which is also periodically displayed in the Senior Common Room. Details of these can be found on the online library catalogue which can be found at [www.accessitlibraries.net/clf01](http://www.accessitlibraries.net/clf01). There are subject specific resources lists to extend pupils' reading and learning. The library staff can offer: help in identifying and locating suitable print and online resources to support the curriculum; classroom based research planning lessons; class research sessions for pupils to use a full range of resources, including print; help for individual pupil's information needs. They also organise book talks and author visits to promote reading for pleasure, provide alerts to items of interest in newspapers and magazines on request; and will add recommended websites and e-files to the on-line library catalogue.

Departments are encouraged to work with the Librarian when setting work requiring independent learning to ensure that suitable print and online resources are available and pupils have the skills and opportunities to use them effectively. The Librarian can assist in developing and implementing units of work for independent research and learning, team teaching research sessions, researching available resources and providing support for pupils. Departments are also encouraged to request stock for the Library to support their subject areas.

All Fourth and Lower Fifth pupils partake in the Reading Bingo programme. Administered by the library and English department, each English class has a Google Sheet created by the library, with each pupil having a page with their reading log and bingo grid.

Pupils get their completed reads 'stamped' by the librarians, to then gain prizes and benefecits when they complete lines. Data is collected from completed books, with tutor groups being awarded chocolates for most read/improved periodically.

Pupils can search for books within the bingo categories on the library catalogue and printed booklets in the library, which are shared electronically with tutors.

## Information Literacy

Information Literacy is defined as 'Knowing when and why you need information, where to find it, and how to evaluate, use and communicate it in an ethical manner.' It is important in promoting independent learning and critical and analytical thinking skills, preparing pupils for higher education and avoiding plagiarism. Pupils are introduced to this via subject teaching, but also more specifically during Study Skills lessons in the Lower Fifth, and the Culford Independent Research project and

EPQ in the Lower Sixth. Good information literacy skills, well designed assignments and promoting awareness of the issue among pupils will go a long way to reduce inadvertent plagiarism.

The Librarian, in collaboration with SLT from Senior, Prep and Pre-Prep, has created a framework for information literacy. This can be used to evaluate a pupil's skill level and plan research projects. The Library can supply lesson resources and activities for each research skill. Teachers are encouraged to include opportunities for information literacy within their curriculum and to utilise the library resources and staff assistance when planning any research.

### **Bringing Classes to the Library**

The Library should be booked in advance by email or telephone giving the following information: date and time of visit; year group and set; topic for research; any particular resources needed. The Librarian will provide suitable resources and advice. Library research should be preceded by a research planning lesson. The library is a silent working environment, so pupils must remember to think of others as they enter and leave. The Watson Lecture Theatre can be used for group work or discussion based activities. Before leaving, pupils should replace chairs and tidy up. Books not being borrowed should be left neatly on the tables or put on the returns trolley.

Pupils coming to the Library from class individually or in small groups should report to the Librarian and explain what they have come for, in order to be helped to find the information they need. Pupils will be sent back to the classroom if the Library is full or they behave inappropriately.