Felsted

# LIBRARY POLICY

## SENIOR SCHOOL

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| **Governors' Committee normally reviewing:** | Senior Leadership Team |
| **Date formally approved by the Governors :** | Autumn Term 2024 |
| **Date policy became effective :** | November 2010 |

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| **Period of Review:** | Three yearly |
| **Next Review Date :** | Autumn Term 2027 |

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| **Person responsible for implementation and monitoring :** | Assistant Head (Academic)<br>Librarian |
| **Other relevant policies :** | ● Assessment, Tracking and Reporting Policy<br>● Curriculum Policy<br>● Spiritual, Moral, Social and Cultural Development Policy<br>● More Academically Able Policy<br>● English as an Additional Language Policy<br>● Support for Learning (SEN) Policy<br>● Data Protection Policy<br>● Privacy Notice for Pupils<br>● Privacy Notice for Parents<br>● Privacy Notice for Staff |

## The following Policy encompasses the Aims and Ethos of the Senior School

**Aims and Ethos**

***SAFEGUARDING STATEMENT***
***Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection) Policy and the Staff Behaviour Policy'.***

***EQUAL OPPORTUNITIES STATEMENT***
***The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.***

# FELSTED SENIOR SCHOOL
# LIBRARY POLICY

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# Section 1
# Introduction

Felsted Senior School is part of Felsted School, an independent boarding and day school for boys and girls aged 4 – 18 years. The Senior School caters for pupils in Years 9 to 13, of which there are currently in excess of 500 pupils.

Felsted Senior School Library is located on the first floor, above the main teaching corridor in the Dutch Block. It is accessible only via stairs.

The Library is open throughout the School day, including breaks and lunchtimes. Its opening times are:

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| Monday – Friday: | 8.45am – 5.45pm, 6.30 - 9.00pm |
| Saturdays: | 8.30am – 13:00pm |
| Sundays: | Closed |

Opening times are flexible during the Summer Term in support of revision for external exams.

Class and individual use of the Library is encouraged. There is seating at desks for up to 32 pupils, with a further space available on soft seating. IT facilities comprise Chromebooks with access to the School network and Internet. A wireless internet hub enables pupils to access the Internet from their own laptops. Printing, photocopying and scanning facilities are also available in the Library.

The collection of approximately 14,000 items consists of a range of resources including fiction and non-fiction books, periodicals and newspapers, and digital resources. An ongoing programme of stock management ensures that the collection remains fresh, up-to-date and relevant to our pupils' curricular needs and wider interests.

Library staff are available to support and assist pupils and staff throughout the day. The Qualified Librarian is responsible for the day-to-day management and supervision of the Library and its collection, and is supported by a team of part-time Library Assistants who provide daytime, evening and Saturday morning cover.

# Section 2
# Aims & Objectives

## 2.1 Aims

The Library supports the aims and expectations of the School[1] and the School's Teaching and Learning Policy, through the provision of a centralised collection of resources and facilities to which all pupils have equal access. The Library also seeks to support the annual Felsted School Plan. The Library aims to:

- support the curriculum at all levels, and thereby contribute to academic achievement.
- encourage pupils to become independent learners
- promote and inspire the benefits and pleasures of both reading and life long learning
- enable pupils to pursue their wider interests
- raise pupils' awareness of the world around them
- Support diversity and inclusion through collection development and promotion.

The Library endeavours to deliver the information pupils need in as simple a way as possible, from the perspective of the pupils, as part of a service that is efficient and effective.

The Library also strives to offer a welcoming, well lit, safe and comfortable environment with a peaceful atmosphere that is conducive to study.

## 2.2 Objectives

The Library undertakes to continue improving its collection, the infrastructure and the services that it offers, in line with the needs of its users. It will be responsive to the changing needs and interests of its users, and will liaise regularly with them (staff and pupils) in order to obtain feedback on existing services and resources, and to identify potential areas for development.

To support the curriculum and the quality of pupil outcomes in both academic and personal development the Library seeks to

- provide curriculum resources in a variety of levels and formats to cater for different learning styles and abilities.
- provide materials that cover hobbies, leisure interests, current affairs and global issues.
- liaise regularly with Heads of Departments to keep abreast of curriculum changes and requirements.

[1] Pupil Handbook – Section 1

To encourage independent learning the Library will:

- organise and maintain all resources in a manner that makes them easy to locate and access.
- offer induction sessions for new pupils and help to equip pupils with information retrieval skills.
- encourage use of a full range of resources, including books and digital resources
- provide a comfortable, welcoming environment for independent study.
- Liaise with the Directors of IB and EPQ to provide support for research skill acquisition with the intended outcome of information literacy for all pupils.

The Library aims to support established readers and encourage non-readers and emergent readers through increasing their enjoyment and confidence in reading and raising the status of reading as a creative activity within the school.

**Reading for Pleasure**

**The school recognises that reading for pleasure is a fundamental part of lifelong learning.**

The Library will encourage and respect reading choices to facilitate independence and ownership of the activity by the pupils.

The Library will work with other partners in the school to embed a sustainable culture of reading throughout the school community.

To promote the pleasures of reading and learning the Library will:

- provide a wide range of quality fiction and non-fiction to cater for all interests and abilities.
- create attractive displays and promotions and communicate information about its resources, facilities and activities throughout the School.
- offer events & activities, such as Cromwell Lectures, National Poetry Day, World Book Day.
- Monitor the reading health of the school through surveys providing a snapshot of pupils' attitude to, and engagement with reading.
- Provide motivation and reward for reading through the medium of Reading Challens'
- The Library will support tutors with the reading challenges and promote awareness of the principles of reading for pleasure.
- The Library encourages sharing reading and championing it for others for instance through the 'currently reading…' tagline in emails.

To provide a welcoming and pleasant study environment the Library will:

- ensure that attitudes and behaviour in the Library are maintained to a high standard.

- ensure that the Library is attractively presented and organised and that Library furnishings, fittings and building quality are optimal.

- ensure that there is a member of the Library team on hand to support its users at core times.

Furthermore, the Library undertakes to keep abreast of new developments in the field of information provision and to continue developing the skills of its staff members.

### Diversity and Inclusion

The Equality Act 2010 protects pupils and staff against discrimination because of their sex, race, disability, religion or belief, sexual orientation, gender reassignment, or pregnancy or maternity. This includes, but is not limited to, the provision of resources and services. The library collection supports the whole school community and has material that reflects the lives, experiences, beliefs and choices of the students, their families and the wider community.

If parents/carers have a concern regarding specific material please contact the school. Whilst you can restrict your child/ren from these resources, removing them from the library would disadvantage other students and therefore be against the Equality Act 2010.

The Library will:

- Strive to increase book stock relevant to diversity and inclusion.
- Stock books by authors from marginalised backgrounds
- Ensure that the Library stocks a range of inclusive books as part of the main book collection.
- Promote inclusive books and those by diverse authors with the same status as any other book.
- Involve our community in choosing and promoting books.

Staff will be trained to be aware of inclusive books so that they are able to identify them from the catalogue and be confident in answering queries about the stock.

The Library will continue to promote diverse and inclusive stock as part of the promotion of stock throughout the year.

# Section 3
# Collection Development Policy

### 3.1 The Collection

The collection of approximately 14,000 items consists of a range of resources including fiction and non-fiction books, periodicals and newspapers, and digital

resources. Some of these materials are available in the languages taught at the School (including, but not exclusively: French, German, Latin, and Spanish).

All items are catalogued on the Library's computerised management system and users can search the catalogue via the Library Web App

Stock taking is undertaken on a continuous basis, thereby ensuring that the catalogue remains accurate.

All non-fiction books are classified and arranged using the Dewey Decimal Classification scheme. Fiction is arranged alphabetically by author's surname within genre headings.

Loan periods are flexible and can be adapted in response to the needs of the curriculum.

### 3.2 Stock Selection

The Librarian, in liaison with academic staff, is responsible for the selection and acquisition of stock. The Library aims to follow SLA's recommendation that schools with Sixth Forms should have 17-25 items per pupil.

The Librarian will anticipate pupils' curriculum requirements by proactively liaising with academic departments, and will endeavour to meet the curricular requests of Heads of Department. Requests and recommendations from staff and pupils are always encouraged.

Criteria that may be taken into consideration during the selection process include:

- Date of Publication – is the content up-to-date?
- Level – is the content appropriate to our users' needs?
- Authority / Reliability – is the academic content reliable? Who is the publisher?
- Price
- Presentation – is it easy to navigate? Is it robust enough to cope with frequent use?

**Non-Fiction Books**

- Resources to support and extend the curriculum including EEand EPQ.
- Resources covering hobbies and leisure interests
- Resources of general interest, such as current affairs and global issues

**Fiction**

- Classic and modern fiction covering a wide age, ability and interest range
- Variety of formats to cater for different learning styles & abilities (i.e. abridged/simplified readers, graphic novels, dyslexic friendly).
- Majority of fiction will be purchased in paperback format.

**Newspapers & Periodicals**

- National newspaper

- Extensive access through the medium of digital resources.

**Ebooks**

The Library provides access to ebooks as an alternative format for readers.

**Digital Resources**

- Databases of material to support the curriculum are made available through secure portals.
- Access to digital resources will be trialled and feedback from pupils and Common Room will be sought before any decision to commit to an electronic resource is taken. Full GDPR checks are required via Compliance

## 3.3 Acquisitions

**Budget**

The Librarian has responsibility for the annual Library budget. The annual Library budget bid is prepared by the Librarian and submitted to the Deputy Head for approval during the Spring Term. Funding for capital expenditure is requested via the Deputy Head (Academic).

**Purchasing**

esources may be purchased from a variety of other sources to take advantage of the best prices available.

**Donations**

Donations to the Library are welcome, providing that the item is:

- in good physical condition
- relevant to the needs of our users
- not an unnecessary duplication of an item already in stock.

The Library reserves the right to refuse donations.

The Library also reserves the right to dispose of a donated item in accordance with the Library's weeding policy (see Section 3.4 Removal of Stock)

## 3.4 Removal of Stock

**Weeding**

Weeding is undertaken to ensure that the collection remains fresh, current and relevant, and to this end CILIP recommends that *"10% of the library stock be replaced annually*"[2] and it is also noted that "*large numbers of outdated, unattractive stock can serve as a barrier to the user.*"[3]

[2] *Barrett, L. & Douglas, J. (2004). The CILIP guidelines for secondary school libraries, London: Facet, p.36*

[3] *University of Northumbria (2007). LI798-Collection management: selection, acquisition and management of resources*

The main criteria for withdrawal are:

- Content out of date.
- Poor physical condition
- Book more than 10 years old (with some exceptions)

However, each item will be evaluated on an individual basis to determine whether it should be discarded, retained or replaced. Factors that may be taken into consideration during the evaluation process include:

- Usage - number of times the item has been borrowed.
- Shelf-time period (length of time that an item has been on the shelf since it was last borrowed)
- Current usefulness of the item
- Duplicate copies (*a single copy only may be needed*)
- Availability of a newer edition

Exceptions to this include: standard works of non-fiction or classic fiction that add value to the collection and will be retained irrespective of their borrowing history, Items that have a particular relevance to the School (i.e. written by or about Old Felstedians) will be offered to the Archivist.

Due to their specialist subject knowledge and understanding of future curriculum requirements, the input of HODs into the weeding process is viewed as desirable.

**Missing Stock**

The replacement of stock identified as missing or damaged will be decided on a case by case basis.

An item will be replaced immediately if it is:

- essential to support the curriculum
- in high demand and/or there are readers waiting to use the item.

**Disposal**

All material will be recycled if it is not possible to donate to charity.

# Section 4
# Library Management

## 4.1 Use of Library

Use of the Library by classes and individuals for research purposes, browsing, quiet reading and study is encouraged. All pupils are required to sign in and out of the Library unless they are accompanied by a teacher.

**Classes**

If any specific input from the Librarian or resources are required, advance notice should be given by email.

### Individuals / PSPs

Individuals are welcome to study in the Library at any time. Pupils that have been assigned to work in the Library during their PSPs are registered by library staff.

### Study Time

The Library is a place for quiet study – pupils failing to adhere to this will be sent back to House (House staff will be notified) and given an automatic 1 week ban from using the Library during Study Time.

### Code of Conduct

Pupils are expected to follow the normal School's Rules[4] when using the Library. In addition, the Library requests that the following rules are observed in order to ensure that the Library remains a pleasant environment for everyone to work in:

- Noise should be kept to a minimum
- Mobile phones should only be used for study purposes
- Books should not be written in, underlined or marked in any way.
- All borrowed items should be returned or renewed by their due date
- Lost items should be reported promptly.
- Library staff, resources and equipment should be treated with respect

Pupils are expected to adhere to the School's ICT policy[5] when using the computing facilities in the Library.

## 4.2 Circulation System

All aspects of circulation (loans, returns, reservations etc) are recorded through the computerised library management system (Accessit). Users are required to show their ID Card when borrowing items.

### Loan Periods

Fiction: 3 weeks
Non-Fiction: 1 week

Renewals may be possible if there is nobody else waiting to borrow a particular item.

### Loan Limits

Years 9 – 11: 4 items
Years 12 – 13: 8 items
Staff: 10 items

[4] *Pupil Handbook*

[5] *Pupil Handbook – Section 14*

### Reservations

Reservations for books can be made by contacting the Library team or via the Library Webapp.

### Overdues

Overdue reminder emails are sent to pupils on a weekly basis. Fines are not charged for overdue items.
The assistance of tutors, and parent/carers may be enlisted to help retrieve very overdue items.

### Lost / Damaged / Unreturned Items

Pupils are expected to take responsibility and care for items that they borrow from the Library. A non-refundable replacement cost of items that are reported lost, returned damaged beyond repair (general wear & tear excluded), or unreturned will be charged to the pupil's School bill at the end of the Summer term. It will be decided, on a case by case basis, by the Librarian whether an item is replaced. In some instances, an alternative item may be chosen in its place.

### Monitoring Usage

As all issues are processed through the Library Management System, it is possible to generate a variety of issue statistics.

## 4.3 Health & Safety and Compliance

The Library operates within the School's Health and Safety policy and in the event of an accident/near miss the appropriate forms will be completed

The Library operates within GDPR regulations.

Telephone lists showing contact details for the Medical Centre and House mobiles are displayed prominently near the Library Office telephone and in the Library Staff Information file.

Maintenance issues are reported promptly to the Works Dept.

The Library maintains a current 'Risk Assessment' statement, in consultation with the Health and Safety Department.