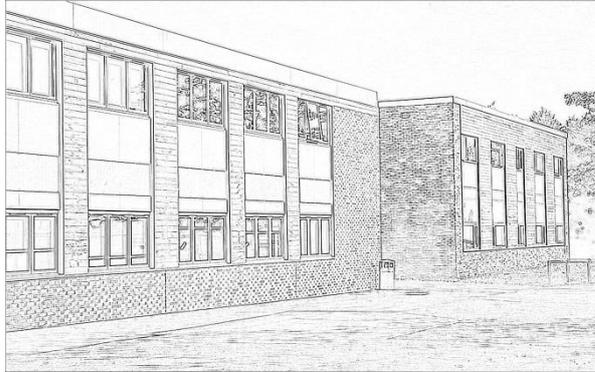


Martin High School



LIBRARY POLICY

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Head Teacher: Mrs Laura Sanchez

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Mission Statement

The library aims to provide a modern multimedia resource centre. Providing a welcoming environment, supporting teaching and learning; supporting the development of independent learning skills and fostering a love of reading for pleasure. We aim to offer opportunities for all students to take responsibility for their own learning and recreation. To create opportunities for students to develop their self-confidence, self-respect and sense of responsibility.

Strategies for implementation

To support and encourage, in partnership with teaching staff, the development of independent research, learning skills and to enjoy reading for pleasure by:-

- Providing assistance and support to students and staff throughout the school day
- Consulting with departments regarding appropriate resources to support curriculum work
- Ensuring that all resources are of excellent quality
- Editing stock on the basis of the following criteria: physical condition, currency of information, relevance to current curriculum, and frequency of borrowing
- Develop an induction and learning skills programme to introduce and reinforce the skills students need to become lifelong learners. This includes year 5 and 6 from feeder primary schools
- Promote reading for pleasure with regular book related competitions, reading certificates, whole school "A" awards, raffle prizes, quizzes etc.

Use of the Library

In order to keep a positive learning ethos, it is important that the library does not become an area for badly behaved students, a classroom (other than for research, independent learning, or English lessons) or an alternative computer room.

- The library can be booked for research-based lessons or to send small groups of students for independent research. Individual students must bring the filled out library permission slip. This ensures that the visit is legitimate, purposeful and productive
- The library (including small meeting room and the careers areas) seats approximately 64 students. These rooms can be booked in advance by staff and students
- Revision spaces can be booked by GCSE students before and after school and at break and lunch time
- The library is an area where the whole school community can expect to find and maintain a quiet, not silent, working environment, which is conducive to learning and recognizes the needs of all library users. Noisy or disruptive students will be asked to leave. A more relaxed atmosphere operates at break and lunchtimes to encourage the more recreational aspect of the library.

Loans procedure

- To ensure the best possible access to resources, the borrowing limit is currently set at three items for KS3 and four items for KS4, for three weeks. Books can be renewed
- Flexible loans, including day loan and reference, are used to maximize the use of stock
- The borrowing limit for staff is currently ten items, this is flexible
- Reading sets and project collections to support a particular topic or genre can be arranged.

Late book procedure

- Reminders of late books are put in the register every fortnight.
- After a month the student's names are highlighted and are asked to come to see the library staff. At this point a note is put onto the library system; students are allowed a lesson loan
- Every half term invoices are sent to very overdue (60+days). The cost of a replacement book is asked for, or replaced with a decent quality book
- If after several invoices and no response the student will not be allowed to borrow from the library again.

Role of the Librarian

The role of the librarian is to:

- Work closely with teaching staff to provide professional services and support of learning across the whole school
- Be responsible for the strategic and day-to-day management, development and promotion of the library
- Manage the library budget effectively in accordance with school procedures and best value
- Ensuring that trained staffs are present at all times during the library's opening hours
- Shelving non-fiction items according to the Dewey Decimal Classification Scheme, and shelving fiction items in alphabetical order by author's surname
- Clear signage and up to date displays
- Attend INSET, as well as having regular access to external training opportunities, as appropriate
- To encourage a love and enjoyment of reading in all its forms and to encourage use of the library by all members of the school community by providing a range of resources aimed at encouraging and challenging students to develop their literacy skills through reading for pleasure
- Select fiction stock is selected to support the recreational reading of all members of the school community at all levels
- Select non-fiction resource is selected to support and extend students' leisure interests, and to widen their knowledge and understanding and to support the curriculum
- Organise events, activities and competitions to promote reading and raise awareness of books, authors, creating displays to highlight new stock, particular topics and genres

- Provide opportunities for students to share reading experiences through reading groups
- Ensure maximum access for the whole school community to resources and services, with the library open before, during and after school for all year groups. 8.00 am. - 4.00 pm
- Ensure all years get 3 breaks and 3 lunches to make access fair to all year groups. Year 11 every break & lunch. (A place needs to be booked as there is limited availability)
- Invite feedback, and suggestions from students as to how the library could meet their needs more effectively. Students and staff can write in our 'suggestions and books we want' book.

Selection and maintenance of resources

Information requests enabling updates of curriculum and exam board changes etc., as well as requests for specific resources to be communicated formally.

All resources are selected in accordance with the library's selection criteria to ensure high quality, appeal, currency and appropriateness, as well as to ensure that cultural diversity is represented and not bias. These include general and subject-specific books, fiction suitable for KS3 and KS4, "quick reads" for less able readers, newspapers, magazines and educational games.

Funding

Sufficient funding needs to be available to allow for the replacement of out-of-date or worn stock and for the selection of new stock to reflect changes in the curriculum and meet users' needs at all levels of ability.

Library facilities include:

- An on-line computerised library system enabling users to search for items within school and at home, to check whether an item is available, to make their own lists of resources for further reading, and to view the range of resources available to support a particular project or topic
- 16 networked computers and colour printer
- 30 cameras and 2 SLR cameras
- 3 digital video cameras
- 2 meeting rooms to book for staff and students

Monitoring and Evaluation

It is essential that the library constantly examines and reviews the quality of its provision and identifies areas for improvement. Only then can it be in a position to respond to current needs, anticipate and address future needs and ensure the highest levels of satisfaction among the whole school community. This is addressed by:-

- Regular surveys of both staff and students to monitor changing needs
- Fortnightly (whole school) and termly (form) borrowing figures analysed. These are reviewed and actions put into place
- Forms invited to register in the library and encouraged to take out a book and use the area. English lessons held in library
- Regular 'book-talking' events held and issues of books are monitored and evaluated

- Quizzes and competitions held to keep interest in library
- Keep stock relevant and up to date. Invite students to do a book 'wish list'
- Monitoring numbers of students attending break/lunch-times. Students have to register to attend lunch-times
- Keep the area inviting and conducive to learning.

Date approved by Governors:- 19th May 2016

Review date:

Head Teacher's Signature:

Date:

Print Name:

Chair of Governor's Signature:

Date:

Print Name: