



St John Fisher Catholic College

Library Policy

Date: November 2023
Adopted: November 2023
Reviewed: October 2024



Mrs R Edwards: School Librarian.

School Mission Statement:

CHRIST'S WAY

To follow the **Way** of Jesus Christ in showing, love, care, compassion and forgiveness for all members of the community

HIS TRUTH

To seek his **TRUTH** by providing a dynamic learning environment where each member can develop God-given gifts and talents

YOUR LIFE

To prepare for a **LIFE** of faith where Christ's Spirit is the essence of all that we do and enriches all whom we meet.

Aims

The school library will support teaching and learning across the whole school, promoting a love of reading and curiosity for knowledge. In line with this aim the Library will:

- Provide a warm, welcoming and stimulating environment for all members of the school community
- Develop, maintain and provide access to a range of resources appropriate to the changing curriculum taught in school
- Promote understanding of the resources available in the library.
- Encourage and provide resources for recreational reading
- Encourage students to become independent learners
- Raise the profile of the library and its resources through participation in local and national schemes and competitions and social media
- To strengthen links with other schools, the local community and other appropriate external agencies

Objectives

The Library will endeavor to meet the following key objectives:

- Create a working environment conducive to research and independent study
- Liaise with staff to plan the library's work in supporting curriculum developments
- The Librarian will consult with staff and learners regarding the purchase of resources for extra-curricular activities
- Provide library induction for new staff and learners
- Encourage students to participate in events such as author visits, celebration of World Book Day and competitions
- Update the school community on Library news through social media links and fortnightly Library Newsletters
- Support the English faculty in delivery and monitoring of Accelerated Reader

Staffing

The librarian, Mrs Edwards is responsible for the day-to-day management of the library and reports to her line manager. There are opportunities for DofE students to help out as pupil librarians as part of their volunteering or skills role; this takes place generally before school or after the school day.

There are currently no other pupil librarians as we have a number of DofE students

who fill the vacancies.

Accommodation

The library will provide quiet and silent areas for reading, individual study and space to work on computers. The library seats approximately 50 students, including 16 seats dedicated to computer use.

Access

All members of our school are welcome to use the library facilities. There is open access to years 7-11 before school. Pupils wishing to use the library at lunchtime need to collect a pass from the library before school – between 08:00 and 08:40 – for use at lunchtime on the same day. Passes are only valid for that day. New passes are required each day. Sixth formers are not generally allowed to use the library at lunchtime unless at the librarian's discretion, as they are able to use the library during their non-contact/study time.

At present the library opening times are:

Before school

08.00 – 08.40	Computers Issue & return of books Reading Homework
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Y7 / Y10 Lunchtime

12:35 – 13:15	Computers Issue & return of books Reading Homework
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Y8 / Y9 / Y11 Lunchtime

13:35 – 14:15	Computers Issue & return of books Reading Homework
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After school

15:15 – 16:00	Computers & Homework Issue & return of books
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Library Usage:

- All Y7, Y8 and Y9 English classes have at least one lesson per fortnight in the library so that they can read which is supporting the DEAR initiative. We also take part in the Accelerated Reader Program, which tracks students' reading, and allows them to take quizzes on the books they have finished.
- Teachers are encouraged to book the library for research based lessons. These lessons should not be restricted to ICT based research.
- All Trinity Sixth Form students who take subjects that are taught by teaching staff in our school will be able to access resources identified by the subject teacher.
- The library is also available during lesson times for sixth form private study when the facility is not being used by a timetabled class.
- Teaching assistants or mentors can use the library facilities to work with small groups of pupils.
- During lesson times a small group of up to 6 pupils may be admitted to the library with an accompanying pass signed by the teacher responsible, and agreed with SMT prior to the lesson, to work on a specific task.
- The library can be booked for form time DEAR.
- Accelerated Reader is facilitated in the library.

Behaviour

The library fully supports the school's general code of behaviour which is based on mutual respect. In order to maintain a pleasant working atmosphere in the library, certain rules must be adhered to at all times

- Students must behave sensibly and quietly at all times.
- No chewing, eating or drinking allowed.
- Mobile phones are not to be used in the library.
- Books are to be returned to their proper place and work spaces are to be left tidy.
- Students are expected to behave in a sensible manner and to respect the needs of other library users.
- Noisy, disruptive pupils will be given a warning and if they continue to behave in an inappropriate way, will be sent out of the library. Future library access will be restricted for pupils who choose to disregard our code of conduct.
- If pupils use the library facilities after school they must be doing homework or reading quietly and following the library code of conduct. The library is not to be used as a social gathering.

Loan Procedures

- Years 7 – 11 may borrow two items for a loan period of two weeks. (Items can be renewed in person if not required by other pupils after this time). This limit can be increased or decreased at the librarian's discretion.
- Years 12 and 13 may borrow four items for a loan period of two weeks. (these can be renewed in person or via email if needed) This limit can be increased or decreased at the librarian's discretion.
- Staff members may borrow up to ten items for a loan period of two weeks. (these can be renewed in person or via email if needed)
- Pupils are not charged fines for overdue books, as children are not charged fines in a public library. The main objective is to have the book returned – putting a financial barrier in the way can hinder this, but we do charge for lost or badly damaged books.
- The library management software is used by the librarian to recover overdue items from students. This is done by sending a series of notes to the student's form and if there is no response to this, then a letter (s) or email (s) is sent home, followed by a phone call if necessary. If the books are not returned or renewed after a series of reminders, we will assume it is

lost; and a bill will be produced and sent home, requesting payment for the book(s). No more books can be borrowed by that pupil until the book is returned or payment made.

Facilities

- Sixteen networked computers with internet access and full access to shared network resources, including curriculum software.
- A black and white printer for students' use
- A photocopier / printer for staff use

Resources include

- Books for loan and reference.
- Fiction including Graphic Novels & Manga and Foreign Language Fiction
- Non Fiction
- CD Audio books
- Wide range of dictionaries
- Braille books on loan from VI dep as required

Stock

- Items must be suitable for pupils' age range and reading abilities. Some items have an age restriction placed on them if the content is deemed to be inappropriate for younger pupils. This content can be quite varied, hence a YA restriction. (Parents can email the librarian on redwards@ctkcc.co.uk if they wish their son/ daughter to read YA fiction whilst in a lower year group, with the title or series they are giving permission for.)
- Good presentation and quality.
- Good value for money.
- Fiction books should cover a wide range of issues, experiences and cultures and should not portray stereotypical views on race, gender and different cultures.
- Non-fiction books should be up-to-date- publications either as a point of reference or supporting pupils' leisure interests. Liaison is made with head of faculties to discuss their resource requirements.

Stock Deletion (fiction):

- Books that are in a shabby or damaged condition.
- Presentation that is old fashioned and out dated.
- Is part of a set of books where several are missing, and the others cannot be sourced and purchased
- Items (other than classics) that have not been out on loan for the previous five years

Stock Deletion (Non-fiction):

- Books that are in a shabby or damaged condition.
- Content that is out of date, as it can be misleading for pupils.
- Is part of a set of books where several are missing.
- Items that have not been out on loan for the previous ten years.

Disposal of stock:

- Fiction books may be given to teachers for their classroom use. (i.e. book boxes for DEAR)
- Non-fiction may be given to departments, but not if really outdated.
- Books can be disposed of in the recycle bin.
- Books can be given to local charity shops provided that all school markings are removed.
- Books can be sold at end of term 'Library Book Sales' to raise funds for new stock.

Display

Displays and posters inside the library will be engaging and informative and contribute to presenting the library as a focal point of the school. There is a main display area in the library which focuses on various themes to do with literacy and reading. This is changed frequently. The displays will often focus on competitions (both SJF internal competitions and external ones) such as the Radio 2 500-word story competition, the Staffordshire Young Teen Fiction Award (YTF), and World Book Day.