



Sutton Valence
Senior School

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Library Protocol



Purpose of the Library:

The Library aims to provide a welcoming, inclusive learning environment, actively supporting teaching and learning within the school and encouraging students to be lifelong learners, developing their independent learning skills and promoting a love and enjoyment of reading in all its forms. The Library is linked to the Sixth Form Study Centre by a spiral staircase in order to provide the students with a fully-resourced academic environment within which they can work.

Aims:

1. To support teaching and learning within the School;
2. To support and encourage, in partnership with teaching staff, the development of independent learning skills, helping students to be critical and creative users of information;
3. To provide, maintain and advise on appropriate resources to support the curricular, recreational and cultural needs of students and staff;
4. To organise these resources to allow easy retrieval;
5. To assist students to become independent users of information;
6. To enable students to use IT appropriately and to act as a gateway to information sources such as the internet;
7. To promote and encourage a love and enjoyment of reading in all forms and to encourage use of the Library by all members of the School community;
8. To provide a welcoming, supporting and attractive environment that encourages Library usage.

Implementation:

1. The Library Supervisors will liaise with teaching staff to ensure relevant resources are available to support curriculum work. Teachers are encouraged to book the Library for their classes to use for silent reading or project research. All members of the School community can use the Library and borrow books;
2. We offer an information and research service using all resources available that can provide answers to student and staff enquiries, whilst also advising students on the use of external sources of information where appropriate. We prepare students for independent research to meet effectively the varying demands of GCSE and A Level courses. Providing access to a wide range of differentiated materials in a variety of formats e.g. hard copy and electronic;
3. Trained staff are present at all times during the opening hours of 8.30am until 6.15pm including break, lunch times and after school;

4. Non-fiction stock is managed according to the Dewey Decimal Classification Scheme and fiction is arranged in alphabetical order by author's surname in both the junior and senior sections. The Library uses the Heritage Library Management system to catalogue, issue stock, return stock and manage enquiries. Students can also access the catalogue and their personal library account remotely. Stock is edited based on the following criteria: physical condition, relevance to current curriculum, date of information and frequency of borrowing;
5. The Library Supervisors provides induction to the Library and its resources and research skill sessions to students;

There is a well-resourced dedicated Careers Library to give students access to information on careers and higher education;

6. In addition to the print library there is a new eBook library <https://svs.eplatform.co/>. The eBooks can be read on a computer, laptop, or through the free App on tablets or smartphones. The eLibrary catalogue is full of bestselling, popular fiction titles and will offer students a 24/7 access to a digital library in addition to the print library in School. Students can have two books out on loan at any one time, and they will automatically return after two weeks, or children can return them early in order to loan a new book. Students can browse the collection or search for a specific book title, author or publisher and loan the book they choose. It is then assigned to them for the two-week period.
7. Displays are up-to-date and changed routinely. Displays are used to highlight library resources, improve literacy and stimulate intellectual curiosity. Students' work from library competitions are displayed to highlight examples of work. There is a Book of the Week, Word of the Week and Current Affairs notice board;

To promote reading and its enjoyment, the Library regularly organises author visits, competitions, reading aloud and displays to encourage and challenge students to read for pleasure. The Library in conjunction with the English Department celebrate World Book Day, National Poetry Day and similar events to provide opportunities for students and staff to share reading experiences;

8. There is seating for 40 students plus soft armchairs for reading. There is a dedicated careers library. In order to meet the many and varying demands placed upon it, the Library maintains a quiet working environment during lesson time and a more relaxed atmosphere operates at break, lunch and after School times. Noisy or disruptive students are asked to leave.

Role of the Library Supervisors

- To work closely and proactively with teaching staff to provide professional services and facilities in support of learning across the whole School;
- Lead the development and promotion of the Library;
- Be responsible for the strategic and day-to-day management of the Library;
- Manage the Library budget effectively and in accordance with School procedures;
- Manage the Library Assistant;
- Ensure stock is up to date and supports the current curriculum and interests of students;
- Order books requested by teaching staff and students;

- Forging links with the Prep School Library through shared author visits and inviting classes to use the facility.

Selection and maintenance of resources:

Teaching staff are responsible for recommending and requesting items for purchase. Students are also actively encouraged to make recommendations.

- Library resources include material suitable for all ages, 11 to adult;
- There are general and subject specific books for loan and reference;
- EBook library;
- Newspapers and subject specific magazines and journals for all ages;
- Quick reference section for dictionaries, encyclopaedias and atlases;
- Audio books;
- Kindles;
- Quick reads and graphic novels;
- DVDs for education and pleasure;
- Educational games and puzzles

We continually review material and withdraw outdated stock. When withdrawing stock the following criteria applies: physical condition, material that is out of date or misleading; approach of authors to sensitive issues such as race and gender, books on less popular subjects; damaged and dirty books. Disposal of stock: Some is archived, some given to charity, some thrown away and some sold.

Policy on overdue, lost or damaged books:

The Heritage Library Management system sends automatic reminders to anyone who has overdue books. After five reminders, students will have a letter sent to their parents informing them that unless the book(s) or DVDs are returned we have no alternative but to invoice them at the end of term. If a book is returned in a damaged state or lost, the student will be asked to replace it or the cost will go on the School bill.

Health and Safety:

In order to adhere to health and safety procedures, **all** students using the Library must sign the register on entering and exiting.

With respect to operating a Library during a pandemic, we are following the CILIP and SLA guidelines for school libraries, please see: <https://www.cilip.org.uk/news/506793/COVID-19-Guidance-for-School-Libraries.htm>

In summary, we are open as usual but there will be a one way system in the Library and we limit the number of students in the Library areas at any one time. Students must sanitise their hands on entry and seating is one metre apart. There are already dividers across the desks. Students are requested to wear masks in the Library. We are quarantining all returned books for 72 hours which are thoroughly cleaned before they go back on to the Library shelves.

Discipline:

The policy on behaviour in the Library is that we ask students to respect the tranquillity of the area and help to maintain a pleasant working atmosphere. On occasions when students do not adhere to this code of practice, the Library Supervisor on duty will ask them to leave and their tutor will be informed.

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