

# Library Policy



SUTTON VALENCE SCHOOL

## **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 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;
7. To provide a welcoming, supportive and attractive environment that encourages Library usage.

## **Implementation:**

1. The Library Supervisor and Library assistant 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 help to prepare students for independent research to meet effectively the varying demands of GCSE and A Level courses. The Library provides students with 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, most 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;

5. The Library Supervisor provides an induction to the Library and its resources to staff and students and the Library Assistant provides research skill sessions to students;

There is a well-resourced dedicated Careers Library to give students access to information on careers and higher education. The Careers Advisor is situated in the Library corridor and regularly updates the Careers books;

6. In addition to the print library there is an 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 borrow a new book. Students can browse the collection or search for a specific book title, author or publisher and borrow 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. Library displays also promote the mental wellbeing of students. Students' work from library competitions is displayed to highlight examples of work. There is a Book of the Week, Word of the Week and Current Affairs notice board and a monthly book selection for boarders;

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 including soft armchairs and beanbags 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;
9. There are dedicated reading sessions each week for First and Second Form students, they are given the opportunity to read on either a Kindle or a hard copy book;
10. The Library runs a late prep session Monday to Friday from end of school to 6pm. This is a free service for those being collected late or staying on for parents evening. We encourage students to complete homework that has been assigned. They can also read, play boardgames or use their own devices. Any students who need to be here later than 6.15 will be taken to St Margaret's boarding house to await collection. Access to this service is via an online booking system. Parents can book regular, one off or occasional visits.

## **Role of the Library Supervisor**

- 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;
- Ensure stock is up to date and supports the current curriculum and interests of students;
- Order books requested by teaching staff and students;
- Forge 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;
- Young Adult Fiction section for Third Form and older;
- eBook library;
- The School has access to an online newspaper and magazine subscription through [pressreader.com](http://pressreader.com);
- Quick reference section for dictionaries, encyclopaedias and atlases;
- Audio books;
- Kindles;
- Help yourself section of self-help books;
- Young adults' section (Third Form upwards);
- Quick reads, Manga, Barrington Stoke (Dyslexia friendly) and graphic novels;
- DVDs for education and pleasure;
- Educational games and puzzles.
- Colouring books, pens and pencils for mindful colouring.
- Suggestion box to ask for new books if too nervous to speak to staff.

We continually review material and withdraw outdated stock. When withdrawing stock the following criteria applies: physical condition, relevance to current curriculum, material that is out of date or misleading; approach of authors to sensitive issues such as race and gender, books on less popular subjects; frequency of borrowing; damaged and dirty books.

Disposal of stock: some is archived, some given to charity, some thrown away or recycled into displays 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 three reminders, a letter is sent to parents informing them that unless the book(s) or DVDs are returned they will be invoiced 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. The Deputy Head (Academic) will make contact with parents via email regarding overdue books and recharging.

**Health and Safety:**

In order to adhere to health and safety procedures, **all** students using the Library must sign the register on entering unless they are Sixth form and have been registered in the Sixth Form Centre.

**Discipline:**

We ask students to respect the tranquillity of the Library and help to maintain a pleasant working atmosphere. On occasions when students do not adhere to this code of practice, the Library Supervisor or Library Assistant on duty will ask them to leave and their tutor will be informed.

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