SUTTON VALENCE SCHOOL
SINCE 1576

Library Policy

(Senior School)

Author: Mrs Becci Ball / Mrs Della Black
Policy Date: September 2025
Approval date by Governors: November 2025
Review Date: September 2026

Purpose of the Library

The Library aims to provide a welcoming, inclusive learning environment, actively supporting teaching and learning within the school and encouraging pupils 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 pupils 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 pupils 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 pupils and staff;

4. To organise these resources to allow easy retrieval;

5. To assist pupils 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 pupil and staff enquiries, whilst also advising pupils on the use of external sources of information where appropriate. We help to prepare pupils for independent research to meet effectively the varying demands of GCSE and A Level courses. The Library provides pupils 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 6.00pm Monday to Friday including break times, most lunch times and after school;

4. Non-fiction stock is managed according to the Dewey Decimal Classification Scheme and senior fiction is arranged in alphabetical order by author's surname. In the junior fiction sections, the books are arranged by genre for ease of use. The Library also has a selection of books published by Barrington Stoke books which are aimed specifically at dyslexic readers.

5. The Library uses the Heritage Library Management system to catalogue, issue stock, return stock and manage enquiries. Pupils can also access the catalogue and their personal library account remotely.

6. The Library Supervisor provides an induction to the library and its resources to staff and pupils and the Library Assistant provides research skill sessions to pupils. There is a well-resourced dedicated Careers Library to give pupils access to information on careers and higher education. The Careers Advisor is situated in the library corridor and regularly updates the Careers books.

7. In addition to the print library, there is an eBook library https://svs.eplatform.co/ accessible through the school website. eBooks can be read on a computer, laptop or through the free App on tablets and smartphones. Regularly updated with new books, the e-library catalogue is full of bestselling, popular fiction titles and will offer pupils a 24/7 access to a digital library in addition to the print library in School. Pupils can have two books out on loan at any one time, and they will automatically return after two weeks, or pupils can return them early in order to borrow a new book. Pupils 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. They can also save a list of books to be read later and reserve books already on loan, so the selection can be reviewed and borrowed at a later date.

8. 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 pupils. Pupils' 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 pupils 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 pupils and staff to share reading experiences.

9. There is seating for 40 pupils including armchairs, a soft seating area with a bench 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 pupils are asked to leave.

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 pupils to complete homework that has been assigned. They can also read, play boardgames or use their own devices for homework. Any pupils who need to be here later than 6.00pm 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.

Selection and maintenance of resources

- Teaching staff are responsible for recommending and requesting items for purchase. Pupils are also actively encouraged to make recommendations by talking to staff or using the suggestion box.
- 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.
- Audio books can be downloaded via the online library.
- The School has access to an online newspaper and magazine subscription through pressreader.com.
- Quick reference section for dictionaries, encyclopaedias and atlases.
- 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, offered to staff before being 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 pupil will be asked to replace it, or the cost will go on the school bill, but only after advising parents about lost or damaged books and giving the pupil time to find or replace the book.

The Deputy Head (Teaching and Learning) 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 pupils using the Library must sign the register on entering unless they are Sixth Form in supervised study and will be registered in the Sixth Form Centre.

In the event of evacuation, the physical register is used to ensure pupils are accounted for.

Discipline

We ask pupils to respect the tranquillity of the Library and help to maintain a pleasant working atmosphere. On occasions when pupils 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.

Late Prep – All pupils attending late prep must sign the late prep register. If there is a behaviour issue or continued non-attendance at late prep despite being booked in and the pupil is elsewhere on site, the service will be withdrawn. In the event of evacuation, the physical register is used to ensure pupils are accounted for.