

Library Policy

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Policy Owner: Assistant Headteacher
Quality, Planning and Review
and Library Manager

Governing Body Responsibility: Resource Management Committee

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Kesteven and Grantham Girls' School

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KGGS LIBRARY STATEMENT OF POLICY

RATIONALE

KGGS is committed to ensuring that all pupils have access to quality library provision. The School recognises that the need to source, locate, and use information is common to all subjects and is central to the whole process of learning, and to the promotion of reading for pleasure.

1. AIMS

In accordance with the aims of the school, in the library we aim:

- 1.1 To provide a stimulating and comfortable learning environment; and ensure that the Library is at the heart of the school's resources for learning
- 1.2 To induct all new students and staff in the use of the library and its resources
- 1.3 To support students in fostering independent and creative learning behaviours
- 1.4 To promote a spirit of enquiry and awareness of community and worldwide issues
- 1.5 To build a whole school reading community; and instil a life-long love of reading in our learners
- 1.6 To help raise standards of literacy by challenging students to increase their depth and breadth of reading and their enjoyment of books
- 1.7 To promote research skills using a variety of resources - making students aware of plagiarism and referencing systems
- 1.8 To promote and celebrate cultural diversity and inclusivity.

2. OBJECTIVES

- 2.1. To support the implementation of the formal and wider whole school curriculum, including careers education
- 2.2 To maintain and develop a dynamic and active stock purchasing programme of material, which is responsive to students' interests, meeting the needs of all year groups
- 2.3 To be at the forefront of developing online resources - including developing an effective e-platform for 'A' Level textbooks, where appropriate.
- 2.4 To maintain a computerised catalogue of resources that allows students to locate appropriate resources to support their learning.
- 2.5 To liaise effectively with other educational resource services (museums, READ, LISN, LCBG, educational development centres, public library) and professional groups to enhance the reading experience of students.
- 2.6 To provide induction to the Library and library skills for all students and staff, with a focus on Yr7 and Yr12
- 2.7 To deliver a 'reading engagement' programme of Library lessons to Y7 and Y8 students and promote activities across all year groups
- 2.8 To develop and implement strategies that encourage a positive engagement with the written word, such as the KS3 programme of reading projects; Library Competitions at key points in the year; the

creation and maintenance of good quality displays; promoting national initiatives such as World Book Day, National Poetry Day; and by scheduling author visits and workshops.

3. RESOURCES

- 3.1 We aim to provide Library users with as wide a variety, diverse, and up-to-date resources as possible. These will include books, magazines, project collections, Internet access, catalogues and the development of an e-reading platform. Resources should be carefully organised and clearly laid out, so that they are attractively presented and easily accessible (within the constraints of space available) to Library users.
- 3.2 All students undertake biometric fingerprinting to register with the Library and take books and other hard copy resources on loan.
- 3.3 As far as is practicable, all books will be protected with clear plastic or similar covering.
- 3.4 In consultation with teaching staff, regular monitoring of stock will take place to monitor quality.
- 3.5 A stocktake of resources will take place on a regular basis, at least every 3 years

4. ACCESS

- 4.1 As far as possible, Library services should be available to all students throughout the school day.
- 4.2 The Library is also available for meetings, at the discretion of the School Librarian, Headteacher, or Facilities Manager.
- 4.3 Staff may direct individual students to the Library at any time. Visits by groups of more than 4-5 students should be negotiated with Library staff beforehand.
- 4.4 It may be necessary to restrict access at times when the Library is being used for alternative purposes, such as induction and interviews.
- 4.5 Students can also access the library in an after school homework club located in the library and IT1

5. MANAGEMENT

- 5.1 The management and administration of the Library is undertaken by the School Librarian, who has overall responsibility for organisation, maintenance and security; and for implementing Library Policy.
- 5.2 The effective management of the Library is maintained by means of an annual Action Plan written by the School Librarian with the Assistant Headteacher i/c Quality, Planning and Review.
- 5.3 Students in all key stages take up positions of responsibility, and make an important contribution to the day-to-day running of the library.

6. ENVIRONMENT

- 6.1 As far as possible, the Library will be supervised during opening times by the Library staff or students under the direction of staff.
- 6.2 Work space and comfortable seating for leisure reading is provided for users of the Library.
- 6.3 The environment of the library is enhanced by artefacts, displays of books, posters, and students' work. Student-friendly labelling and a self-service catalogue support their access to resources.

- 6.4 As far as possible, Library staff will be available to support students and staff in their use of the facilities.
- 6.5 Users are expected to respect the Library environment and pay particular attention to tidiness and consideration for others. They should work as silently as possible and treat all materials with care.
- 6.6 The Library aims to maintain a welcoming and friendly atmosphere, appropriate for learning. Students are encouraged to have self-discipline and consideration for other library users and to follow library rules.

7. USE

- 7.1 It is the responsibility of every teacher to promote independence, initiative and expertise in learning. The Library is available to facilitate this process by means of the provisions outlined above.
- 7.2 Students in all year groups can visit the library with different subject teachers when appropriate. Staff are encouraged to notify the School Librarian should they wish to book classes into the library via the library diary, or via email
- 7.3 Effective and considerate use of the library is encouraged as part of induction sessions, library lessons, and day-to-day monitoring by the School Librarian
- 7.4 Promotional events and student involvement are encouraged to provide a sense of student ownership in the library
- 7.5 All resources borrowed from the library must use the official loan system. A security system has been installed to assist with stock control.
- 7.6 The Library will be open during recess and lunchtimes to provide an area for social learning and reading.
- 7.7 Overdue reminders will be issued as and when appropriate. If necessary, parents will be informed of significantly overdue items so that their assistance can be requested to assist with the return of loan items.
- 7.8 Voluntary Student Library Assistants can gain experience of skills in Librarianship and work towards a certification in these skills, which may be used towards the skills or service section for Duke of Edinburgh accreditation.

8. MONITORING AND EVALUATION

- 8.1 A review of the use and role of the Library in promoting and developing learning is conducted annually by the School Librarian, with the Assistant Headteacher (Quality Planning and Review).
- 8.2 Annual monitoring and evaluation of the work of the Library is also undertaken as part of the school's Staff Appraisal Procedure.
- 8.3 The function and effectiveness of the Library may also be monitored via student questionnaires and via student feedback.

9. BUDGET

- 9.1 The Library budget is derived from the school budget. This is spent proportionally on developing and maintaining the Library resources and environment.
- 9.2 Cost-effectiveness is integral to all operational and resource management aspects of the Library and its facilities.

10. HEALTH AND SAFETY

10.1 Library users should expect to adhere to the established Health and Safety Policy of the School.

Policy developed by:	Library Manager
Date adopted:	October 2019
To be reviewed:	October 2022

11. Configuration History

Version:	Date:	Author	Contributors
1.0	October 2009	Library Manager	
1.1	March 2010		
2.0	October 2013	Assistant Headteacher (Quality & Assurance) Library Manager	
3.0	October 2016	Assistant Headteacher (Quality, Planning & Review)	
4.0	September 2019	Assistant Headteacher (Quality, Planning & Review)	C.Day. School Librarian
4.1	September 2022	Assistant Headteacher (Quality, Planning & Review)	

Audit trail of change

Version	Date	Reason for Change
1.0	October 2009	Policy Review
1.1	March 2010	Policy re formatted
2.0	October 2013	Policy Review
3.0	October 2016	Policy Review
4.0	September 2019	Policy Review
4.1	September 2022	Policy Review

Authorisation

Name	Date	Signature
Mr N Boddington	October 2022	