



<h1>LIBRARY POLICY</h1> <h2>SENIOR SCHOOL</h2>
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Governors' Committee normally reviewing:	Senior Leadership Team
Date formally approved by the Governors :	Autumn Term 2018
Date policy became effective :	November 2010

Period of Review:	Three yearly
Next Review Date :	Autumn Term 2018

Person responsible for implementation and monitoring :	Assistant Head (Academic) Librarian
Other relevant policies :	<ul style="list-style-type: none"> • Literacy Policy • Learning and Teaching Policy • Curriculum Policy • Spiritual, Moral, Social and Cultural Development Policy • Gifted and Talented Policy • English as an Additional Language Policy • Support for Learning Policy • Data Protection Policy • Privacy Notice for Pupils • Privacy Notice for Parents • Privacy Notice for Staff

The following Policy encompasses the Aims and Ethos of the Senior School

**Mr Chris Townsend
Head, Senior School**

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

FELSTED SENIOR SCHOOL LIBRARY POLICY

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Section 1

Introduction

Felsted Senior School is part of Felsted School, an independent boarding and day school for boys and girls aged 4 – 18 years. The Senior School caters for pupils in Years 9 to 13, of which there are currently in excess of 500 pupils.

Felsted Senior School Library is located on the first floor, above the main teaching corridor in the Dutch Block. It is accessible only via stairs.

The Library is open throughout the School day, including breaks and lunchtimes. Its opening times are:

Monday – Friday:	8.45am – 5.45pm, 7.00 - 9.00pm
Saturdays:	8.30am – 12.30pm
Sundays:	Closed

Opening times are flexible during the Summer Term in support of revision for external exams.

Class and individual use of the Library is encouraged. There is seating at desks for up to 32 pupils, with a further space available on comfortable chairs and stools and at PC stations. IT facilities comprise a mixture of PCs, laptops, Chromebooks and Chromebox each with access to the School network and Internet. A wireless internet hub enables pupils to access the Internet from their own laptops. Printing, photocopying and scanning facilities are also available in the Library.

The collection of approximately 18,500 items consists of a range of resources including fiction and non-fiction books, periodicals and newspapers, audio-visual materials, Kindles and online resources. An ongoing programme of stock management ensures that the collection remains fresh, up-to-date and relevant to our pupils' curricular needs and wider interests.

Library staff are available to support and assist pupils and staff throughout the day. The Qualified Librarian is responsible for the day-to-day management and supervision of the Library and its collection, and is supported by a team of part-time Library Assistants who provide daytime, evening and Saturday morning cover.

Section 2

Aims & Objectives

2.1 Aims

The Library supports the aims and expectations of the School¹ and the School's Teaching and Learning Policy, through the provision of a centralised collection of resources and facilities to which all pupils have equal access. The Library also seeks to support the annual Felsted School Plan. The Library aims to:

- o support the curriculum at all levels, and thereby contribute to academic achievement.
- o encourage pupils to become independent learners
- o promote and inspire the benefits and pleasures of both reading and life long learning
- o enable pupils to pursue their wider interests
- o raise pupils' awareness of the world around them

The Library endeavours to deliver the information pupils need in as simple a way as possible, from the perspective of the pupils, as part of a service that is efficient and effective.

The Library also strives to offer a welcoming, safe and comfortable environment with a peaceful atmosphere that is conducive to study.

2.2 Objectives

The Library undertakes to continue improving its collection, and the services that it offers, in line with the needs of its users. It will be responsive to the changing needs and interests of its users, and will liaise regularly with them (staff and pupils) in order to obtain feedback on existing services and resources, and to identify potential areas for development.

To support the curriculum and the quality of pupil outcomes in both academic and personal development the Library seeks to enable pupils to pursue their wider interests and raise their awareness of the world around them, the Library will:

- o provide curriculum resources at a variety of levels to cater for different learning styles and abilities.
- o provide materials that cover hobbies, leisure interests, current affairs and world issues.
- o liaise regularly with Heads of Departments to keep abreast of curriculum changes and requirements.

¹ Pupil Handbook – Section 1

To encourage independent learning the Library will:

- organize and maintain all resources in a manner that makes them easy to locate and access.
- offer induction sessions for new pupils and help to equip pupils with information retrieval skills.
- encourage use of a full range of resources, including books, periodicals and e-resources.
- provide a comfortable, welcoming environment for independent study.
- Liaise with the Directors of IB, HPQ and EPQ to provide support for research skill acquisition with the intended outcome of information literacy for all pupils.

Reading for Pleasure

Reading for pleasure is defined as reading materials *for enjoyment* that reflect personal choice (or choice inspired by others) for interest or relaxation *at a time and place* that suits the reader.

Research suggests that reading for pleasure decreases in teenage years but reemerges later in life. It is therefore important to encourage and respect reading choices to facilitate independence and ownership of the activity by the pupils.

Pupils will be encouraged to identify different forms of reading that they engage in: magazines, newspapers, websites, weblogs, graphic novels etc. thus enabling pupils to recognise their reading habits and view themselves as readers throughout their teenage years.

Reading material is available in a variety of formats: books, apps, e-readers, tablets, phones, audio books etc. The Library aims to be proactive and flexible in its use of media to encourage reading.

The Library will work with other partners in the school to embed a sustainable culture of reading throughout the school community.

The Library will support established readers and encourage emergent readers and endeavour to raise the status of reading as a creative activity within the school.

The school recognises that reading for pleasure is a fundamental part of lifelong learning. The following benefits of reading as a leisure activity have been identified:

- Understanding of other cultures and attitudes
- Insight into human nature and decision making
- Improvement in general knowledge
- Educational success
- Increased imagination and creativity
- Improved reading skills, vocabulary, spelling, understanding of grammatical constructs and writing style.
- **escapism, relaxation, fun and inspiration**

To promote the pleasures of reading and learning the Library will:

- o provide a wide range of quality fiction and non-fiction to cater for all interests and abilities.
- o create attractive displays and promotions.
- o offer events & activities, such as Cromwell Lectures, National Poetry Day, World Book Day.
- o Monitor the reading health of the school through an annual survey providing a snapshot of pupils' attitude to, and engagement with reading.
- o communicate information about its resources, facilities and activities throughout the School.
- o Provide motivation and reward for reading through the medium of the 'Reading Challenge' as part of the Felsted Diploma.
- o The Library will support tutors with the 'Reading Challenge' and promote awareness of the principles of reading for pleasure through 'Book, Head, Heart'
- o The Library encourages sharing reading and championing it for others for instance through the 'currently reading...' tagline in emails.

To provide a welcoming and pleasant study environment the Library will:

- o ensure that attitudes and behaviour in the Library are maintained to a high standard.
- o ensure that the Library is attractively presented and organised and that Library furnishings, fittings and building quality are optimal.
- o ensure that there is a member of the Library team on hand to support its users at core times.

Furthermore, the Library undertakes to keep abreast of new developments in the field of information provision and to continue developing the skills of its staff members.

Section 3

Collection Development Policy

3.1 The Collection

The collection of approximately 18,500 items consists of a range of resources including fiction and non-fiction books, periodicals and newspapers, audio-visual materials, Kindles and online resources. Some of these materials are available in the languages taught at the School (including, but not exclusively: French, German, Latin, and Spanish).

All items are catalogued on the Library's computerised management system (Eclipse), and users can search the catalogue via the MIS. Stock taking is undertaken on a continuous basis, thereby ensuring that the catalogue remains accurate.

All non-fiction books are classified and arranged using the Dewey Decimal Classification scheme. Fiction is arranged alphabetically by author's surname within genre headings and DVDs alphabetically by title. Current issues of periodicals are displayed together, with back copies either being shelved in box files within the appropriate section of the Library or disseminated to relevant Departments.

Whilst most items can be borrowed, a small selection of reference books (i.e. dictionaries and encyclopaedias) and high demand text books are designated for "Reference Only" and should remain in the Library at all times. Loan periods are flexible and can be adapted in response to the needs of the curriculum.

3.2 Stock Selection

The Librarian, in liaison with academic staff, is responsible for the selection and acquisition of stock. The Library aims to follow SLA's recommendation 'to have a minimum of 10 items per pupil.

Useful tools in the selection process may include online booksellers, social media, book reviews, visits to booksellers and showrooms. The Librarian will try to anticipate pupils' curriculum requirements by proactively liaising with academic departments, and will wherever possible endeavour to meet the curricular requests of Heads of Department. Requests and recommendations from staff and pupils are always encouraged.

Criteria that may be taken into consideration during the selection process include:

- o Date of Publication – is the content up-to-date?
- o Level – is the content appropriate to our users' needs?
- o Authority / Reliability – is the academic content reliable? Who is the publisher?
- o Price – this may determine whether the item can be loaned or kept for reference only.
- o Presentation – is it easy to navigate? Is it robust enough to cope with frequent use?

Non-Fiction Books

- o Resources to support and extend the curriculum including EE,HPQ and EPQ.
- o Resources covering hobbies and leisure interests
- o Resources of general interest, such as current affairs and world issues

Fiction

- o Classic and modern fiction covering a wide age, ability and interest range

- o Variety of formats to cater for different learning styles & abilities (i.e. abridged/simplified readers, graphic novels).
- o Majority of fiction will be purchased in paperback format.

Newspapers & Periodicals

- o National and local newspapers
- o Newspapers and magazines in French, German and Spanish.
- o Periodicals to support the curriculum and leisure interests.
- o Extensive access through the medium of academic online databases.

DVDs

- o Films and documentaries
- o Films and documentaries in French, German and Spanish
- o Cert.18 films will not be purchased.
- o Cert.15s will only be loaned to pupils of the appropriate age.

Audio Books

- o Classic and contemporary novels on CD.

Kindles

- o Kindles are available for loan to pupils during term time. Pupils are required to sign a 'student responsibilities' form at the time of loan.

Online Resources

- o Databases of material to support the curriculum (i.e. journals database, Social Issues database) are made available via MIS.
- o Access to electronic resources, where possible, will be obtained on a trial basis, and feedback from pupils and Common Room will be sought before any decision to commit to an electronic resource is taken.

3.3 Acquisitions

Budget

The Librarian has responsibility for the annual Library budget, which consists of separate sub-budgets for books, e-books, periodical subscriptions, audio-visual materials, stationery & consumables. The annual Library budget bid is prepared by the Librarian and submitted to the Deputy Head for approval during the Spring Term. Funding for capital expenditure is requested via the Deputy Head (Academic).

Electronic delivery

The Librarian will monitor the development of e-book delivery options and will consult and advise SLT and Common Room of significant development opportunities. The Library budget will be balanced to reflect an increasing emphasis on e-book provision where this is appropriate.

Purchasing

Whilst the majority of print resources are purchased from Gardners via the School's Bookshop, resources may be acquired from a variety of other sources to take advantage of the best prices available. Local bookshops may be used if an item is required urgently.

Where a title required is particularly expensive or specialist, the item may be obtained via an inter-library loan rather than being purchased. This will be decided by the Librarian on a case by case basis.

Local / national newspapers are supplied term-time only by the local newsagent (Linsells). Periodicals are usually purchased on an annual subscription as this generally proves more cost effective, with subscription rates discounting the cover price.

Inter-Library Loans

The Library offers an inter-library loan service for pupils and staff via the Essex Libraries service.

Donations

Donations to the Library are welcome, providing that the item is:

- o in good physical condition
- o relevant to the needs of our users
- o not an unnecessary duplication of an item already in stock.

The Library reserves the right to refuse donations. Any donated item which is added to the collection may have a label noting the donor's name attached to it.

The Library also reserves the right to dispose of a donated item in accordance with the Library's weeding policy (see Section 3.4 Removal of Stock)

3.4 Removal of Stock

Weeding

*"There is no direct and simple correlation between the number of volumes on the shelves and the worth of a collection to its users."*²

Weeding is undertaken to ensure that the collection remains fresh, current and relevant, and to this end CILIP recommends that *"10% of the library stock be replaced annually"*³ and it is also noted that *"large numbers of outdated, unattractive stock can serve as a barrier to the user."*⁴ Furthermore, because of space restrictions in the School's Library weeding is essential to make room for new acquisitions.

² Clayton, P. & Gorman, G.E. (2006). *Managing information resources: collection management in theory and practice*. London: Library Association, p.196

³ Barrett, L. & Douglas, J. (2004). *The CILIP guidelines for secondary school libraries*, London: Facet, p.36

⁴ University of Northumbria (2007). *LI798-Collection management: selection, acquisition and management of resources*

The main criteria for withdrawal are:

- Content out of date.
- Poor physical condition
- Book more than 10 years old (with some exceptions)

However, each item will be evaluated on an individual basis to determine whether it should be discarded, retained or replaced. Factors that may be taken into consideration during the evaluation process include:

- Usage - number of times the item has been borrowed. Research has shown that past usage is a good predictor of future use.⁵
- Shelf-time period (length of time that an item has been on the shelf since it was last borrowed)
- Current usefulness of the item
- Duplicate copies (*a single copy only may be needed*)
- Availability of a newer edition

There will naturally be items that fall outside of these factors. For example there may be standard works of non-fiction or classic fiction that add value to the collection and will be retained irrespective of their borrowing history. Similarly items that have a particular relevance to the School (i.e. written by or about Old Felstedians) will be retained. Where such material is worn or damaged it will be replaced if possible or repaired as best.

Due to their specialist subject knowledge and understanding of future curriculum requirements, the input of HODs into the weeding process is viewed as essential.

Missing Stock

The replacement of stock identified as missing or damaged during stocktake will be decided on a case by case basis.

An item will be replaced immediately if it is:

- essential to support the curriculum
- in high demand and/or there are readers waiting to use the item.

Disposal

Items withdrawn from the collection will have their records removed from the Library's catalogue and will be clearly stamped "WITHDRAWN". They will then be disposed of by the following methods.

- Fiction books that are in good condition may be added to the book shelf in the cafe.
- Subject specific non-fiction will in the first instance be offered to the relevant Department.
- All remaining material (i.e. that which is in poor condition or unwanted by Departments) will be recycled if it is not possible to donate to charity easily.

⁵ Clayton, P. & Gorman, G.E. (2006). *Managing information resources: collection management in theory and practice*. London: Library Association, p.206

Section 4

Library Management

4.1 Use of Library

Use of the Library by classes and individuals for research purposes, browsing, quiet reading and study is encouraged. All pupils are required to sign in and out of the Library unless they are accompanied by a teacher.

Classes

Teachers should book the Library using the room booking system on MIS. If any specific input from the Librarian or resources are required, as much advance notice as possible should be given by email.

Individuals and small groups of pupils may be sent to the Library by their teacher during class time to select books, use reference materials or the computers. On arrival the pupils should report to the Librarian, explaining which teacher has sent them and the purpose of their visit. However, if the Library is very busy the Librarian may have to send the pupils back to class. Similarly if pupils misbehave they will be sent back to class.

Individuals / PSPs

Individuals are welcome to study in the Library at any time. Pupils that have been assigned to work in the Library during their PSPs are registered by the Librarian on the MIS.

Study Time

Year 9, 10 & 11 pupils using the Library during Study Time must arrive by 7.10pm. Pupils arriving after that time will be sent back to House. All pupils must sign in & out of the Library in the Study Time Signing In Book so that we have an accurate record of attendance. Years 9, 10 & 11 may only leave the Library at 7.45pm or 8.30pm.

All Year 9, 10 & 11 pupils must have written permission from the HM / House staff to work in the Library during Study Time. The permission slip must be handed over to the Library staff when the pupil signs in. Pupils must collect a departure chit from the Library staff. This should be returned to their House staff as confirmation of the time they left the Library.

The Library is a place for quiet study – pupils failing to adhere to this will be sent back to House (House staff will be notified) and given an automatic 1 week ban from using the Library during Study Time. Pupils who misbehave and do not follow the instructions given by Library staff will be reported to their HM.

Code of Conduct

Pupils are expected to follow the normal School's Rules⁶ when using the Library. In addition, the Library requests that the following rules are observed in

⁶ *Pupil Handbook*

order to ensure that the Library remains a pleasant environment for everyone to work in:

- Noise should be kept to a minimum
- Mobile phones should not be used
- Food & drink can be consumed - a privilege that can be withdrawn if abused by eating inappropriate foods / mess and spillages.
- Books should not be written in, underlined or marked in any way.
- All borrowed items should be returned or renewed by their due date
- Lost items should be reported promptly.
- Library staff, resources and equipment should be treated with respect

Pupils are expected to adhere to the School's ICT policy⁷ when using the computing facilities in the Library.

4.2 Circulation System

All aspects of circulation (loans, returns, reservations etc) are recorded through the computerised library management system (Eclipse).

Loan Periods

Fiction: 3 weeks
Non-Fiction: 1 week
DVDs: 1 week

Renewals may be possible if there is nobody else waiting to borrow a particular item.

Loan Limits

Years 9 – 11: 4 items
Years 12 – 13: 8 items
Staff: 10 items

Reservations

Reservations for books on loan can be made by speaking to a member of the Library team. An email will be sent when the item becomes available to borrow.

Overdues

Overdue reminder emails are sent to pupils on a weekly basis. Fines are not charged for overdue items, but the replacement cost will be charged if an item remains unreturned.

The assistance of tutors, HMs and parent/carers may be enlisted to help retrieve very overdue items.

⁷ *Pupil Handbook – Section 14*

Lost / Damaged / Unreturned Items

Pupils are expected to take responsibility and care for items that they borrow from the Library. The replacement cost of items that are reported lost, returned damaged beyond repair (general wear & tear excluded), or unreturned will be charged to the pupil's School bill at the end of term. It will be decided, on a case by case basis, by the Librarian whether an item is replaced. In some instances an alternative item may be chosen in its place.

4.3 Monitoring Use

- Headcounts throughout the day give an indication of Library usage.
- Class bookings of the Library are recorded.
- Study Time Signing In Book provides evidence of usage during Study Time
- As all issues are processed through the Library Management System (Eclipse) it is possible to generate a variety of issue statistics.

4.4 Health & Safety

The Library operates within the School's Health and Safety policy and in the event of an accident/near miss the appropriate forms will be completed (copies kept in the Library Staff Information file).

The Library operates within GDPR regulations.

Telephone lists showing contact details for the Medical Centre and House mobiles are displayed prominently near the Library Office telephone and in the Library Staff Information file.

Kick-stools are provided to help with access to high shelves.

Maintenance issues, such as bulbs that need replacing, are reported promptly to the Works Dept.

A fire extinguisher and fire emergency procedures are displayed near the Library entrance.

Mrs Nichola Howorth
Librarian

Mr Richard Feldman

November 2018