

**Library Resource Centre Policy**

The Library Resource Centre will provide support for the whole curriculum for all students and staff and will aim to:

- Promote literacy in partnership with all curriculum managers.
- Support the development of independent study and individual learning.
- Provide an environment which is stimulating, flexible and conducive to study.
- Provide an appropriate collection of resources.

**Staffing**

- Day-to day management of the Library Resource Centre will be the responsibility of the Library Resource Centre Manager.
- The role of the Library Resource Centre Manager will be clearly defined in a job description.
- The Library Resource Centre Manager will be responsible to a senior member of staff.
- The Library Resource Centre will keep up-to-date with professional developments through continual professional development.
- The Library Resource Centre Manager will recruit a team of Student Librarians to help with the day-to-day running of the Library Resource Centre.

**Access/Accommodation**

- Students and staff will have open access throughout the school day.
- The Library Resource Centre is not available as a normal teaching room or as a computer room.
- The Library Resource Centre will be available for different types of use e.g. independent study and individual learning, whole class or group use and sixth form use.
- The Library Resource Centre will be open before the start of the school day and remain open at the end of the school day for individual study, reading and homework.
- The Library Resource Centre will be a designated 'safe place to be' within the school.
- Advance booking is possible.
- Displays will be used to promote use of the Library Resource Centre.

**Resources**

The Library Resource Centre will provide and maintain a collection of a wide range of resources to include:

- Books
- Access to computers

- Internet
- Audio-visual equipment

This collection will aim to provide material to support the learning of all students and will take account of ability, gender and ethnicity.

- Links will be made between subject departments and the Library Resource Centre so that resources will support and compliment departmental collections.
- There will be continuous evaluation and monitoring of stock by the Library Resource Centre Manager.

### **Use**

- The majority of resources will be available for loan.
- Each student will be allowed to borrow an allocated number of resources.
- Overdue items will be monitored by the Library Resource Centre Manager and every attempt will be made to reclaim books.
- Resources on loan to Year 11 will be closely monitored by the Library Resource Centre Manager.
- All books must be returned before students officially leave the college. If students do not return issued books, parents/carers will be contacted and given the choice either to pay for the missing items via WisePay, or select a text from the library wish list and provide a copy of this title. If parents/carers cannot afford to replace lost books with new texts, good quality second hand texts will be accepted.

### **Development of skills**

- The Library Resource Centre Manager will seek opportunities to develop information retrieval skills.
- Where appropriate induction programmes will be used to teach information skills, particularly to Year 7 and Year 12.
- The Library Resource Centre will seek to enhance literacy by providing materials for recreational reading and promote reading through special events.
- Regular library lessons will be delivered by the Library Resource Centre Manager to all Year 7 and Year 8 students.

### **Funding**

- The Library Resource Centre will require consistent, regular funding to maintain, update and develop the Library Resource Centre collection.

### **Evaluation**

- Use of accommodation will be regularly reviewed.
- An evaluation of stock will be carried out on a regular basis.
- The Library Resource Centre Manager will produce an annual report at the end of the summer term. This will be sent to the Principal and all members of the Senior Leadership Team.