



ST JAMES

Senior Girls' School

Library Policy

St James Senior Girls' School

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Vision

Reading for pleasure refers to reading that we do of our own free will, anticipating the satisfaction that we will get from the act of reading. It... refers to reading that having begun at someone else's request we continue because we are interested in it. (National Literacy Trust).

'We are drowning in information but starved of knowledge' (John Naisbitt)

The Library aims to nurture reading for pleasure and foster effective information handling skills throughout the entire school community.

1. Aims

The Library contributes to the school's aims by supporting development in the following areas: Curriculum, Teaching and Learning, Staff Development and Physical Resources.

Specifically, the Library aims:

- To foster the habit of reading for pleasure, exposing pupils to a range of classic and contemporary literature reflecting a variety of cultural traditions to enhance their appreciation and respect for their own and other cultures
- To undertake the monitoring of pupils' reading behaviour and undertake the implementation of intervention as required
- To create an environment for voluntary and directed study in which pupils can develop a desire and ability to learn independently and accept responsibility for their learning and educational development
- To provide a comprehensive and balanced range of resources to support the education, information and recreation needs of the school community and the spiritual, moral, social and cultural development of pupils
- To raise awareness of possible cross-curricular activities through having a central collection of resources
- To enable teaching colleagues to communicate their subject more effectively by providing access to a variety of resources
- To help pupils to develop effective information skills in the digital age through providing formal and informal information literacy teaching and promoting information literacy to the wider school community
- To support staff with their professional development by providing access to appropriate professional resources

2. Objectives

To meet the aims above and continue to develop the Library, the following objectives have been identified:

- Promote use of journals and digital resources currently available in the Library and to continue exploring the potential for further e-resources
- Develop and promote subject resource lists for teachers and pupils
- Establish an effective programme of information literacy teaching for Year 7 pupils and continue to facilitate an information literacy programme as pupils move through the school

- Work with all subject staff and form teachers to encourage reading for pleasure amongst pupils. Reading for pleasure can and should include both fiction and non-fiction material. The Library supports subject staff in promoting and providing age appropriate subject related material to pupils. Reading for pleasure is especially encouraged, across the school, for pupils in Years 9 and 10 to ensure that their reading behaviour is sustained even as their workload increases
- Maintain wider relationships with other schools through participation in shared activities and events
- Work closely with the English Department, SENDCO and form teachers to deliver reading initiatives successfully
- Continue to encourage usage by sixth formers through developing research support and promoting resources for independent study

3. Management and communication

The Library is currently staffed in a job-share arrangement by a Librarian (three days/week) and a Library Assistant (two days/week).

Pupil Librarians support the running of the Library and work towards their Pupil Librarian Awards. The Librarian and Library Assistant share responsibility for the management of Pupil Librarians.

The Librarian attends the staff meetings and Heads of Department meetings and English department meetings as necessary. Communication with teaching staff occurs via email or face-to-face meetings. Communication between the Librarian and Library Assistant is carried out via daily handover emails, phone calls and half-termly meetings.

4. Access

The Library is open to girls and members of staff who wish to borrow books at any time during the school day, usually from 8.15am - 5.30pm.

Pupils in Years 7-9 may use the Library for the duration of break and lunchtime one day per week. Pupils in Years 10+ may use the Library every day at break and lunchtime. Lower School pupils may use the Library on a day other than their designated Library day only with a note or email from their form teacher or Head of Section. It is the responsibility of the pupil to secure this permission.

Pupils may use the Library for independent silent study during study periods. During Library lessons for Year 7 and 8 the Library is not available for independent study, but an alternative classroom space is organised for study purposes.

Group visits can be arranged with the Librarian by any member of staff. The Library is staffed at all times by a member of school staff. Teaching staff provide cover during the Librarian's lunch break. The Librarian supervises pupils staying after school to study in the Library, usually until 5.30pm.

At any time of day, pupils using the Library are expected to be engaged in purposeful activity such as homework or reading. The Library does not function as a social space within school, although it does act as a 'safe space' for pupils who require it.

Library inductions are provided at the start of the Autumn Term for pupils in Year 7 and 12. The online library catalogue enables users to locate and request relevant resources. This is a hosted service, available on all school computers and can be accessed from home via the Library SharePoint page and Teams. A mobile app is also available. Signage is provided to help pupils locate key stock such as subjects within the non-fiction section and subject guide posters are provided to help pupils locate non-fiction resources.

5. Library Loans

5.1 Loans

All members of the school community are entitled to borrow books from the Library. A record is maintained for every library user on the Library Management System used by the school. Pupils and staff have individual library accounts which they can access using a personal login and which can be used to view loans and reserve items. In the Librarian's absence, loans are recorded in the loans sheet on the desk and are entered into the system as soon as possible. Items are loaned for two weeks unless demands are such that to afford access to limited resources a temporary short-term loan is imposed. At the Librarian's discretion pupils and staff may borrow up to 10 items at one time. Pupils and staff accept responsibility for items borrowed from the School Library.

5.1.1 Overdues

Items become overdue after the two-week period. This can be avoided by:

- Renewal of items for a further two weeks
- Returning items to the Library as soon as possible

Overdue notices are distributed to pupils via Form Teachers. Pupils may be charged in the event of loss of or damage to items. Pupils and students leaving the school will be charged for any unreturned library books.

5.1.2 Reservations

Pupils and staff may reserve items from the Library catalogue by logging into their library account or at the Library desk. Pupils will be notified via their Form Teacher when the book is ready for them to collect. Staff will be notified via email.

5.2 General conduct

Pupils must observe the school and Library rules when using the Library and sanctions will be given to those who contravene them. The Librarian or supervising teacher reserves the right to deal seriously with any pupil who repeatedly contravenes the Library rules. Pupils are expected to work independently and in silence in the Library during study periods. No more than two pupils may be sent to the Library from a lesson, unless a prior arrangement has been made with the Librarian. They must be accompanied by a signed note from the teacher giving them permission and explaining their requirements. Mobile phone use is discouraged while in the Library after school unless required for the purpose of schoolwork. Pupils are expected to be engaged in a constructive activity at all times.

Pupils must not consume food or drink in the Library unless they are participating in a Library activity where the Librarian provides refreshments.

5.3 Group Visits

Teachers must arrange with the Library staff to bring a class to the Library. If a study group of pupils is likely to be disturbed by a visiting class, an overflow room and cover will be arranged with the Daybook team.

5.4 Private study

Pupils who have regular study periods in the Library are expected to:

- Arrive prepared for their period of study with a plan of action and correct equipment
- Study or read in silence without disturbing other pupils and staff
- Respond to the register call from the supervising staff member
- Adhere to the Library rules
- Arrive on time and remain in the Library until the period has ended

5.5 Exams and Assessments

Teaching staff must notify the Library staff in advance (at least one day if possible) if they require them to supervise a pupil undertaking an exam or a formal test in the Library. Teaching staff should complete an 'Exams in the Library' front sheet (on Teams) for all assessments. If it is not possible for the Library to accommodate pupils sitting an exam Library staff will inform the relevant member of staff.

5.6 Supervision

Teachers supervising the Library will ensure that:

- Pupils sign the daily Library Register
- No books are removed from the Library without recording the loan
- Pupils observe Library procedure

5.7 User consultation

Liaison is made with Heads of Departments to enable the Librarian to identify resource requirements and information literacy teaching needs and opportunities. Pupils and staff are invited to make suggestions for new acquisitions which the Librarian reviews regularly. Resources purchased from pupil suggestions are labelled as 'Pupil Choice' to allow identification by other pupils.

5.8 Marketing

New initiatives and services are promoted directly by the Librarian using assembly announcements, posters, and emails to form teachers and other staff. Email and announcements in staff meetings are used to announce new initiatives to teaching staff.

5.9 Meetings and events

The Library may not be used for teacher-pupil meetings. The Library may be used for special events by agreement with the Librarian.

6. Resources, accommodation and finance

6.1 Selection policy

As well as using the Librarian's knowledge of children's literature, resources for the Library are selected using a variety of sources including school library suppliers, bookshops, newspaper and online reviews, recommendations from staff and pupils and publicity material.

Material is most often purchased from Brown's Books for Students:

<http://www.brownsbfs.co.uk/Home>

Reviews, approval copies and subject bibliographies are discussed with Heads of Department and colleagues as appropriate. All departments are invited to discuss departmental requirements with the Librarian.

6.2 Fiction

The Fiction collection consists of classic and contemporary children's, young adult and appropriate adult literature with a focus on quality as well as popularity. The collection aims to assist with our pupils' moral, social and cultural development by widening their knowledge and experience of the world through the experiences of characters, the consequences of actions and by providing literature from a variety of cultures. The collection aims to increase pupils' spoken and written English by providing them with a wide range of writing styles and vocabulary. The Fiction acquisition policy requires that the range of books selected cater for the needs of:

- pupils with special aptitude
- pupils with particular learning difficulties

Resources for these pupils include those:

- in which the print size may be larger than usual
- in which illustrations form a significant part of the text

6.3 Non-fiction

Non-fiction acquisitions are selected to meet the needs of the School Curriculum, supplying pupils with the resources necessary for their research and homework. Consideration is given to:

- the different ages and abilities of pupils
- the value of diverse cultural experiences
- the range of resources, including reference books

6.4 Non-book formats

There is a small collection of audio books and DVDs to support reading and study. These are acquired in line with the policy outlined above.

6.5 Donations

The Library welcomes donations of books but reserves the right to process donations as appropriate. Some books may fall outside of the selection criteria for the Library or duplicate

existing stock. These may be disposed of either into a classroom library, via a second-hand book sale or given to a charity.

6.6 Periodicals

The Library takes key subject and special interest periodicals and three newspapers: The Guardian, The Times and First News. Electronic access to journal articles is provided where possible. Back issues are kept for a reasonable period depending on frequency and relevance. Journal provision is reviewed on an annual basis and is discussed with the relevant Heads of Department.

6.7 Online resources

The Library aims to act as a portal for online research as far as is possible within the budget. This includes:

- electronic access to journals where possible
- subscription to online current affairs and social issues resources (The Day and Issues online)
- links to relevant and evaluated websites from SharePoint and the Library catalogue

6.8 Other

Members of staff are consulted regularly to ensure that the resources meet the changing needs of the curriculum and pupils. The stock is reviewed annually and items in poor condition are withdrawn, where appropriate in consultation with Heads of Department. The Library's acquisition policy pays particular attention to the need to provide resources for different abilities and learning styles. The Librarian liaises with the school's co-ordinators for SEND, EAL and MA&T to ensure that resources are available to meet individual pupils' needs.

6.9 Accommodation

The Library currently has seating for approximately 24 pupils. In addition, five computers with seating are available which are only for school work, and in accordance with the school's Acceptable Use Policy.

6.10 Finance

The annual budget reflects guidelines for resource provision as defined by the Chartered Institute of Library and Information Professionals (CILIP). The annual budget for 2021-2022 is £11,232.40.

The budget covers print and online Library stock (books, audio visual, journals and magazines); professional membership of the School Library Association; Library Management System license; reader promotion activities (including author visits); and extra-curricular clubs that the Library runs.

The Librarian is responsible for managing the Library budget.

7. Reader Development Services, Activities and Teaching

7.1 Services

Besides individual loans to pupils and staff, where possible the Library also provides the following services as part of reading promotion and Reader Development

- Bulk subject loans for classroom use (these remain the responsibility of the subject teacher)
- Celebration of national initiatives including National Poetry Day, World Book Day and the Carnegie Prize
- An annual book fair enabling pupils to spend their World Book Day vouchers
- Monthly after-school Book Clubs for Years 7-9 and 10-13 pupils
- A lunchtime Creative Writing Club for Years 7-9 pupils
- A personal book recommendation service for pupils and staff
- Reading lists for year groups and individual pupils
- Author visits for Years 7-10 (if possible, given author availability)

7.2 Reader Development Activities

7.2.1 Reading Logs

The Librarian is responsible for initiating Reading Logs with all pupils in Years 7 and 8 and marks these on a half termly basis in order to monitor pupils' reading engagement. Information from pupils' Reading Logs is fed back to English staff, form teachers, and the Head of Learning Development.

The Librarian uses the Reading Logs to identify pupils with whom a 1:1 meeting is necessary and timetables this to discuss their reading and formulate an individual reading plan with them. Contact with parents is made, when appropriate, to discuss pupils' reading support requirements.

7.2.2 Schemes to support weaker pupils

Reading Buddies

The Librarian has responsibility for organising the Reading Buddy scheme with pupils, students and staff. Training is delivered to Year 10 Buddies by the Librarian. Participation by pupils and students is monitored and addressed as appropriate. Communications and liaison with English staff, form teachers, Heads of Upper and Middle School and Head of Study Support is an important part of the selection process.

Reading Skills Group

The Librarian collaborates with the English department to run a group reading session with a small group of Year 7 pupils. The aim of this session is to increase confidence with reading aloud, introduce and discuss new vocabulary, increase pupils' engagement with their reading and help them translate their reading skills to their writing skills, and vice versa.

7.2.3 Library Teaching Sessions

Year 7 pupils have a weekly Library session as part of their English timetable. These sessions are used to promote and foster a love of reading for pleasure, to explore various

aspects of fiction and non-fiction reading and to introduce the principles of information literacy and research skills.

Year 8 and 9 pupils have a fortnightly reading session as part of their English timetable. These sessions take place within the Library. Pupils complete their Reading Logs during the session and have the opportunity to discuss their reading behaviour and choices with the Librarian.

A session on research skills and referencing is delivered by the Librarian to the Year 12 students at the start of their EPQ project.

Ad hoc tailored lessons are provided for all year groups and subjects, to support information literacy and meet curriculum requirements such as coursework, on request where possible.

7.3 Author Visits

Author visits are organised whenever possible, on a budgetary allowance, for Years 7-10. Schedule permitting, these are organised to coincide with an English lesson. Where this is not possible, any staff affected will be contacted as soon as possible and asked for their agreement. The visit will take place within the Library space and an alternative classroom space secured for study purposes. Authors are chosen carefully to provide a stimulating and worthwhile event for pupils and to inspire and motivate them in their reading behaviour.

8. Support and partnerships

The Librarian aims to meet once a year with the Librarian at St James Senior Boys' to discuss developments and share best practice. The school is a member of the School Library Association. The Librarian is a member of CILIP, the professional organisation for librarians, and actively participates in special interest groups for youth and school librarians. The Librarian is also a member of the ISLG, a group for independent school librarians. The Librarian attends termly ISLG meetings. The Librarian makes use of the School Library Network (SLN) for peer support and advice. The Library participates in national schemes such as BookBuzz and Carnegie Shadowing scheme. The Library participates in schemes with other London schools including the annual CWIZZ quiz and the Trinity Schools Book Award.

9. Monitoring and evaluation

The Library Management System is used to monitor circulation. Key circulation statistics such as the proportion of the library user population that has borrowed a book and the number of loans are monitored and reported on once a term to the Senior Management Team. The Library also monitors circulation of fiction and non-fiction to identify under-used stock and develop displays and promotions as appropriate. The Librarian also records and reports on statistics for shorter term initiatives such as competitions, promotions and reading events. A stock-take is undertaken once a year.

9.1 Main planned developments:

- renew all non-fiction subject areas of the collection in collaboration with HoDs.
- establish subject reading lists on library catalogue.
- establish effective signage for non-fiction collection.
- promote the LMS to all pupils and staff to ensure awareness of how it can facilitate their learning/teaching experience.

Signed by:	Hugh Venables Chair of Governors
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Policy owner (SMT)/other	Deputy Head (Academic)/Librarian