# BLUE COAT CHURCH OF ENGLAND SCHOOL AND MUSIC COLLEGE
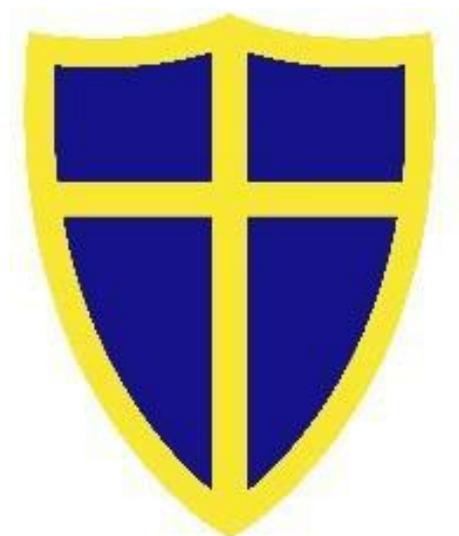
LEARNING CENTRE POLICY

Updated: October 2019
Policy duration: 3 Years

AIMS:

The Library aims to provide:

A comprehensive information service through the availability of a wide range of resources, appropriate to all curriculum needs, reading abilities and interests of library users. An appropriate environment to encourage and facilitate student learning, either individually or in groups.

OBJECTIVES:

To provide a pleasant, friendly, approachable service, with equality of access to all the resources and facilities in the Library.

To extend and develop the available resources to include as wide a range as possible, including fiction and non fiction books, text books, internet access, magazines DVD's and any other non-book materials as appropriate.

To ensure that resources are current, relevant and support the curriculum by close liaison with teaching staff and students, regular assessments of the stock and withdrawal of out-of-date material

To provide resources for all reading abilities and levels in order to encourage students and develop their skills.

To organise, catalogue and display resources effectively to enable them to be accessed as easily as possible by Library users.

To provide library induction and information skills sessions to enable users to develop effective and efficient research skills.

To maintain and develop links with other information professionals in the local area and liaison with the Schools Library Service for support and sharing of expertise and information, which can be used to enhance the service.

To provide a quiet environment conducive to study and to ensure the health and safety of all users by maintaining discipline and actively discouraging inappropriate behaviour.

To support literacy across the curriculum and promote reading by a range of activities, including a regular Reading Club and other activities to celebrate regional and national events such as World Book Day and book awards/promotions.

Circulation policy

Students may borrow 2 books for a maximum of 2 weeks

Students are responsible for all items borrowed under their name and should not lend them to others or borrow items for other students.

Staff may borrow 4 books, normally for 2 weeks, although the Library Manager may extend the loan period of items when required.

Items on loan may be reserved. A notice will be sent when the item is available and items will be kept for a week before being returned to the shelves.

Items may be renewed, as long as another borrower has not reserved them.

Students will not be allowed to borrow an additional item if there is an overdue resource on their account.

Lost or irreparably damaged items must be paid for. A contribution payment of £5 will be charged and £10 for

post-16 items.

Only Post-16 students and staff are able to borrow items from the Post-16 section of the library.

Year 7 and 8 students are not alloweed to borrow Senior Fiction unless they provide written permission from parents/carers, as the content may be unsuitable for this age group.

Students may borrow 1 DVD for 1 week at a time.

Students ages will be checked by Library Manager regarding censorship ratings of DVDs and senior fiction books (year 9 up) at all times.

Overdue notices will be sent out on a weekly basis during term time to remind students to return or renew their books. For items that are overdue for more than 2 weeks, then contact will be made with parents/carers via text and/or letter to ensure return of item or contribution payment to replace the item.

Behaviour policy
When working in the Library, students must adhere to the whole school behaviour policy and library rules.

Students must:
- respect the needs of others and behave accordingly, by working quietly and keeping noise levels down
- not eat or drink in the Library
- not use mobile phones, headphones etc
- not behave in any way that compromises the health and safety of themselves or other users of the Library

Inappropriate behaviour will be reported to the tutor and Head of House and may result in the student being refused access to the facilities in the Library for a period of time.

Computer use policy
When using computers, students must:
- log in to the computer using their own username and password
- use computer for work purposes, including use of the Internet for research, appropriate use of email and use of Microsoft Office and other software which has been installed by IT department
- not use computers to access games or social media or other inappropriate content
- not install any software onto the computers
- not change settings on the computers, especially if these prohibit access to the facilities by others
- not unplug any hardware or move it to another computer
- report any damage to computer hardware or software to Library Manager/IT department

If students receive a virus warning when working, they should stop working immediately and contact Library Manager and/or IT department.

When printing, students must ensure that they only print what they need, to avoid wasting paper and printer ink.

Any inappropriate computer use will be reported to the tutor, Head of House and the IT department and students may have their computer access withdrawn for a specified period of time.

Acquisitions policy
Resources should be bought which reflect all reading abilities, with the emphasis on encouraging all students to improve and extend their knowledge and skills.

The available resources should reflect all areas of the curriculum and needs and interests of the users.

The Library Manager will ensure that appropriate resources are purchased for the Library by:

- liaising closely with teaching staff for resource recommendations
- encouraging students to submit requests for suitable resources
- monitoring enquiries and stock regularly to identify gaps in provision
- ensuring new material from favourite authors is purchased when appropriate
- using recommendations from the Schools Library Service and other libraries

To make the best use of the Library budget, the Library Manager will:

- endeavour to use suppliers which offer the best discounts and to negotiate good discounts wherever possible
- make use of suppliers and initiatives which offer free books or special discounts, either through use of tokens such as Free Books for Schools or by offering a percentage based on expenditure, such as Scholastic Book Clubs/Fairs

The Library resources should be extended to include as wide a range as possible, including DVDs, comics, magazines, access to current affairs/news items to encourage and enhance student learning.

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Reviewed by:
Mrs Treadwell   October 2019

Next Review Date: September 2022

Approved by Governors: 12 November 2019

Signed: Signed:
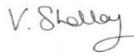
V. Shelley   *L Johnson*

VICTORIA SHELLEY   LYN JOHNSON
Headteacher   Chair of Governors

Date: 12.11.19   Date: 12.11.19