



Working together to promote & celebrate achievement

## **Plashet School Policy For Library Use**

**Revised and applicable from 2014**

Written by A Clifford-Smith, Librarian

A handwritten signature in black ink, which appears to read "Irene Papadogiorgaki". The signature is written in a cursive style with a long horizontal stroke at the end.

**Signed:**

**Chair of Governors**

## **Plashet School Libraries**

“The school library is at the heart of the school, which itself has learning at its core and good libraries can empower the learner.”

*School libraries: making a difference, DfES, 2004.*

The library service at Plashet supports and contributes to the school’s aims by:

- Providing students with a welcoming, stimulating and purposeful environment for study and leisure reading.
- Giving students access to a wide range of information resources at appropriate levels to support and extend the taught curriculum, including revision guides.
- Promoting reading for pleasure by stocking a wide selection of fiction and holding special events during the school year which celebrate books and reading.
- Encouraging students to work independently and to develop their information literacy skills.
- Stocking daily and weekly newspapers and curriculum linked magazines which broaden students’ knowledge of the wider world.
- Allowing access to ICT facilities and online resources including Encyclopedia Britannica and Complete Issues.
- Working to ensure that the needs of all students are catered for, including EAL, EHMA and SEN students and those who are reluctant readers.

The library service operates from two rooms:

### **North Library**

The North Library is in room 203 and is used by students in Years 7 and 8. It is open daily from 8.15am to 4pm.

There are five computers and ten laptops available for use within the library.

### **South Library**

The South Library is in room F02 with an attached careers area in F01. It is used by students in Years 9, 10 and 11 and is open daily from 8am to 5pm (4.30pm on Fridays).

There is a computer suite with 16 machines attached to the South Library. Staff wishing to book the suite should contact library staff directly. Laptops are also available for use within the library.

The South Library contains a CPD collection for staff use.

Throughout the year the South Library also opens on Saturdays between 10am and 1pm for students in Years 10 and 11 to complete work or revise. Students must sign up in advance if they would like to attend a Saturday Session and sessions may be cancelled if there is insufficient demand.

All students sent to the libraries during lessons must have a note from their class teacher.

### **Staffing**

Librarian / Resource Manager:	Mrs Ann Clifford-Smith
Library Assistants:	Mrs Magalie Brissaud Mrs Mehroon Patel

All library staff divide their working hours between both libraries.

A team of student volunteer Library Helpers operates to support the day-to-day running of the library service. New volunteers are recruited at intervals during the school year following an application process. Library Helpers work towards the School Library Association's Pupil Librarian training scheme, gaining awards which can be shown to colleges or future employers as evidence of their commitment.

### **Booking the libraries**

Teaching staff may book class visits on a regular or one off basis.

Students in Years 7 and 8 have timetabled lessons in the North Library as part of their English curriculum. These lessons focus on reading for pleasure and the development of information retrieval and evaluation skills. The library may be booked by any department when a timetabled lesson is not taking place.

The South Library is often used for one-to-one intervention or withdrawal groups. Timetabled lessons also take place in F01 and the computer suite.

To book either library, please contact library staff directly. Priority will be given to lessons with a reading or research focus. It is useful if teaching staff could provide an outline of the content of the lesson so that library staff are aware of any contribution they need to make and can ensure that sufficient resources are available to meet the students' needs.

Any student sent to work independently in one of the libraries during lessons must have a note from her class teacher.

### **Borrowing resources**

All staff may borrow an unlimited number of items from the libraries. Loans are usually for two weeks but this may be extended by consulting with library staff. Staff are not charged fines for late returns.

Staff may also request boxes of books which can be sent to their classroom for students to use during lessons.

### **Stock selection**

Plashtet library stock must provide for the needs of all students, catering for a range of different abilities and interests and reflecting the diversity of the world around us. Non-fiction resources should be up-to-date and cover differing viewpoints without bias.

The Librarian / Resource Manager is responsible for the purchase of resources for both libraries in consultation with staff and students.

Teaching staff are encouraged to speak to the Librarian regularly about curriculum content and resources which may assist their students' learning.

### **Library protocol**

The libraries are community spaces and all members of Plashtet School should feel welcome. All library users, staff and students, are asked to follow these guidelines to create a welcoming and co-operative environment:

1. Please respect the rights of others to use the library and its resources.
2. Please remain polite and considerate when sharing the space with other library users.
3. Please keep noise to a minimum to avoid distracting those around you.
4. Please leave the room in a tidy condition for those using the library after you.
5. The library staff are here to help. Please be aware that they may be trying to balance competing demands from different users and they are doing their best to find solutions which benefit everyone.