

*FOYLE & LONDONDERRY COLLEGE*



*SCHOOL LIBRARY POLICY*

# **LIBRARY POLICY DOCUMENT**

## **THE ROLE OF THE LIBRARY:**

### **LIBRARY FUNCTIONS**

The key functions of the school library are seen as being to:

- house the majority of the school's learning resources as centrally as the split site allows;
- ensure their organisation for easy access;
- provide workspace for whole classes, small groups and individuals engaged in study or research work;
- provide for independent study, informal browsing, and consultation with teaching/library staff;
- act as an information point for enquiries and facilitate the lending and retrieval of stock;
- promote and facilitate recreational reading in a conducive atmosphere;
- act as a focus for Information Technology and as an access point to other resource providers and external databases

## 1. Aims and Objectives:

The School Library within Foyle and Londonderry College aims:

- to support and enhance the efforts of teachers and parents in establishing good reading practices;
- to promote in pupils the skills and disciplines necessary to become efficient readers and learners;
- to play a crucial role in promoting a positive attitude towards books and fostering a genuine love of reading;
- to provide a rich, wide-ranging and accessible collection of resources in a variety of media and formats, including those available through external databases and resource networks;
- to serve as a learning laboratory in which the important process and learning skills associated with effective and progressively independent study and information handling can be acquired. This includes the use of information technology.
- to stress the curriculum related role of the Library which includes: enquiry, acquisition of information skills, project and resource based learning, and stimulation of the reading habit.

## 2. Management of Library

- The School Librarian will have responsibility for the day-to-day management and administration of the Library, as it operates on both sites (see Job Description). The School Librarian will report to the Teacher Librarian who will have overall responsibility for the management and administration of the Library.
- To provide for continuing effective management, Library Staff may be released when necessary for suitable in-service training of - e.g. release to attend courses etc.
- Student Librarians will be appointed to assist in lunch-time supervision of the Library. Students in both Year 13 and Year 14 will be given the opportunity to help with Librarian duties at lunchtime in both the Senior and Junior Schools. Third Form pupils may be appointed to help with shelving and general maintenance at lunchtime in the Junior Library. Training as Student Librarian will be given by the Teacher Librarian, WELB, School Library Services, for a small number of selected students.

### 3. Accommodation

The Junior School Library will provide facilities and resources for individual study, group study/class use, use of A/V and ICT.

The Senior School Library will provide Private Study facilities primarily for Year 14 students and also for those students requiring private study placement. The use of A/V facilities in the Senior School Library will be reviewed on an ongoing basis. Students will have access in the Library to ICT facilities with the placement of a number C2k computers with Internet access.

### 4. Access

#### **Junior School:**

- All pupils will have formal access to the Junior Library one period per week during English.
- Other subjects will have access to the Junior Library when the Library is not otherwise in use, or through negotiation with the English staff.
- The Library will be open during lunchtime and supervised by the Student Librarians, under the guidance of the Teacher Librarian.
- The Library will also be open after school for use in Peer Tutoring

#### **Senior School:**

- The Library will be supervised for use throughout the day from 8.30am to 4.20pm. The Library will be supervised either by the School Librarian or the Study Hall Supervisor. Student Librarians will help with duties during lunchtime. The main use of the Library will be that of study area for Year 14. Other students, particularly in middle-school, will be encouraged to use the Library before school begins, break-time, lunchtime or after school. Class periods may also be made available for the English and other departments as and when the timetable or numbers allow.
- The Library may be used after 4.00pm for unsupervised study use. However, use of the facilities that would normally be supervised will be restricted.

## 5. Resources

- Provision of resources will be made of reasonable quantity and quality - suitability, up-to-date, attractive, relevant and covering age/ability range.
- Materials will be selected by the School Librarian and Teacher Librarian after consultation with Heads of Department and teaching staff
- Materials will be also selected by the Heads of Department after consultation with members of their Department.
- Priority will be given to those subjects or specialist areas where there is considered to be a pressing curriculum need.
- Where possible, sections will be reserved in the Library for specialised stock - e.g. local material, Careers, A/V and ICT items.
- It will be recommended to Departments that all resources throughout the school be recorded in the library's central catalogue. This should facilitate the retrieval of all available resources anywhere within the school.
- Resources and equipment will be monitored and audited on a regular basis by the Teacher Librarian & School Librarian in conjunction with teaching staff to ensure that available both resources and equipment are up-to-date and suitable for their purpose

## 6. Services

The Library will aim to provide the following services:

- A reference and computerised enquiry service.

- A lending facility:

Junior School: Two Books per pupil for a period of two weeks

Senior School:

Year 11 and Year 12: Two Books per pupil for a period of two weeks

Year 13 and Year 14: Four Books per pupil for a period of two weeks

Also available will be short-loan books placed on reserve by Subject Departments

- A study facility.

## 6. Services (continued)

- An area for appropriate displays and exhibitions.
- Provision of booklists / books for individual/departmental needs.
- Guidance for pupils in investigative work.
- A facility for borrowing material from other agencies e.g. Schools Library Service.
- Advising staff on suitability of materials appropriate to their learning objectives.
- Directing pupils and staff to outside agencies and sources of information.
- Provision of equipment for use with A/V and ICT material.
- Recording of broadcast programmes.
- Provision of computer workstations and databases including Internet Access
- Catalogue listings for subject area resources, on request
- Cataloguing of websites by subject / topic

## 7. Funding

- The following sources of bookstock funding will be used - WELB, School Funds, PA.
- Funding for stationery and equipment will come from School allocated funds.
- Funding for A/V items will be resourced by WELB, School and any additional PA Funding.
- Money accruing from fines
- Alternative sources of funding eg the Arts Council

## 8. Organisation

- The computer system 'ALICE' will provide the operational systems for issue, cataloguing, reporting to SMT and staff, and general routine administration
- Stocktake / stockcount will take place once a year, in line with request with WELB.
- Any pupil/student not returning a library resource after receipt of a final warning letter will be billed to the amount of that resource.

## 9. Usage

- The Teacher Librarian & School Librarian will play a pivotal role in developing library/information skills via library to enable resources to be fully exploited.
- The Teacher Librarian & School Librarian will encourage subject departments to integrate the library into their teaching.
- The Teacher Librarian & School Librarian will seek to encourage recreational reading through the provision of imaginative literature, as guided by subject departments, in particular the English Department.

## 10. Future Developments

- It is hoped to expand the Library's role in developing study skills throughout school. The role of the library will be that of a support service, offering when requested whatever appropriate help and guidance can be given.
- It will be the aim of the Library in coming years to ensure that each departmental policy statement includes the role of the library with regard to their subject area. This will require meeting with Departments during departmental meetings and requesting them to review their existing policies, particularly in the light of any new library provision.
- It is hoped to foster a fuller relationship with particular departments, e.g. English, Special Needs, ICT, Careers. This will be developed through meeting the individual needs of particular departments, as viewed by the Heads of Department.
- A much longer-term and on-going aim will be that of encouraging and facilitating ICT skills. This will occur through the provision of an increasing number of C2k workstations, as and when suitable funds become available.

- In the past, the Library has been used as a study area for both Year 14 and at times Year 13. This has often led to severe over-crowding. Although congestion has now been eased to some extent by limiting the Library's use as a study area just to Upper Sixth. Indeed, it is hoped that School Development Planning will take account of the need to free the use of the Library as a study area for other Years (across the curriculum), rather than limiting it to any one single grouping.
- It will also be the continuing aim to encourage students to use the Library through individual and personal choice

## 11. Links with the Community

- There will be continuing links with the Schools Library Service and local libraries so that all within the school are more fully aware of the facilities that are available.
- Working links with local schools are hoped to be established through the present School Librarian, Dr Reid, setting up an 'Alice' User Support with the School Library Service
- Links with schools throughout N. Ireland will be established through Foyle & Londonderry College enrolling as a member School Library Association
- Links with the Parents' Association will also continue to be maintained in order to ensure an additional source of support and funding.

## 12. Responsibilities of SMT & Teachers towards the Library

- SMT will be requested to ensure that Library funding, resourcing and use is maintained as a key priority in the school Development Plan and Action Plans
- The Head of the Department for English will be responsible for allocating one period per week for each class for use of the library in the Junior School. If the Junior Library is not being used for classes, it may be booked by a subject teacher after consultation with the Teacher Librarian, who will have a listing of available 'free time'. Should there be an overlap as to the time requested, the respective teachers may come to a negotiated, alternative arrangement.
- When project work is part of the Scheme of Work for a particular subject, advance notice should be given to the Teacher Librarian or the School Librarian to ensure the availability of suitable resources.
- Library induction will be the prime responsibility of the English Department in the Junior School with support from the School Librarian. In the Senior School, library

induction will be the sole responsibility of the School Librarian, in conjunction with PSE staff.

- Heads of Department in consultation with department members should advise the Teacher and/or the School Librarian on stock requirements.
- Departments will be requested to offer advice to the School and Teacher Librarian on stock withdrawals, in order to 'weed out' inappropriate or out-of-date stock.
- The English Department is asked to pursue overdues in the Junior School, in conjunction with the Teacher Librarian. In the Senior School, pursuit of overdue items will be the responsibility of the School Librarian and the Teacher Librarian.

## 12. Responsibilities of SMT & Teachers towards the Library (continued)

- Departments will be requested to keep the Library informed on curriculum changes so that appropriate resources can be maintained in stock.
- Departments will be requested to include Library use into their department Development Plan and Action Plans
- It will be the responsibility of teachers taking class in the Junior Library to ensure that pupils take due and proper care when in the library and handling stock.