

LIBRARY POLICY

Students now face more information in their everyday lives than any previous generation. There has been an information revolution in the last thirty years through the greatly increased output in published material and the development, in a relatively small number of years, of information in electronic format. This, combined with the shift in emphasis in education to student-centred learning, means that students now need greater skills than ever before to cope with finding high quality information, selecting relevant information and data, assessing it and presenting it in their own words and format for coursework and homework. The school library has an important role to play in this process.

1. Aims

i. The aims of the school library are:

- to support all students at Evesham High School in their studies, providing relevant, up-to-date material for loan and reference, including access to the internet.
- to enhance students' skills and confidence at finding, evaluating and presenting information.
- to promote reading for pleasure
- to support teaching staff in the delivery of the curriculum, and non-teaching staff with information to help them carry out their work.
- to keep up with educational changes and developments.

ii. The school library exists to serve all students and staff at Evesham High School, regardless of sex, race or ethnic origin. The Librarian's central roles are to provide, maintain and develop an efficient library service and to act as a guide between the users and the material in the library.

iii. It is recognised that, whilst many students can be very independent and have access to information in many forms in their own homes, some students do not have any means of researching information. It is important that this should not disadvantage them. Evesham is a small town in a rural setting and many of the students live in villages and on farms, and access to a public library, especially in the evening, is very difficult. Students need to have as much access to information and leisure reading as possible.

2. Access and usage

i. The library is situated on the ground floor close to reception and the post 16 area. It is open from 9.20 a.m. to 4.00 p.m. Monday to Thursday (3.50 p.m. Friday)

ii. All EHS students are members of the school library. During the summer term, before students arrive at the school in Year 9, student details are imported from SIMS. This bypasses the need for students to apply to use the library. Each lower school student is entitled to borrow 2 items at a time (sixth formers - 4 items) and books are loaned out for three weeks. Books may be changed as frequently as the students wish and titles that are on loan to other users may be reserved. The library management software we use (Eclipse) uses fingerprint recognition software. Mention of this is included in the Year 9 starter packs for parents. Students can choose not to use this software if they so wish. DVDs and video tapes are available for overnight/over the weekend loan. All of these services are free. Fines are not charged on overdue items. Reminders are sent out for overdue items. Letters home are sent for very overdue items.

iii. The library currently has 113 networked computers, 18 wireless laptops, a colour printer, a monochrome printer, a scanner and a photocopier. There is no charge for printing from computers but there is a small charge for photocopies. Students should ask permission before printing.

iv. Teaching staff may book small groups into the library during time-tabled lessons. Booking sheets are held in the library. Staff are also welcome to send individual students with a note to research material during lessons and afternoon registration. Sixth formers are expected to spend a minimum of four study periods per fortnight working in the library.

v. Students in all years are welcome to use the library during break times and lunch times. Students who wish to can become Student Librarians who help with general counter and administrative tasks.

vi. Teaching Assistants are welcome to bring students to the library for personalised learning.

vii. During one target week each term, records are kept of the numbers of students and staff coming in to use the library. The student figures are divided by gender, and whether they are Years 12/13 or lower school students.

viii. High standards of behaviour in the library are expected at all times. Students who misbehave are warned that their behaviour is unacceptable. If the students do not respond to the warning they are asked to leave the library. If the students misbehave on a later occasion the school's disciplinary procedure is followed.

ix. Lower school students are not permitted to bring bags and coats in to the main part of the library.

3. Staffing

i. The library is staffed by a Chartered Librarian, term time only, for 31.66 hours per week. For half an hour each day during the librarian's lunch break, it is staffed by a member of the administrative staff.

ii. The Librarian attends the Special Needs Support meetings every Monday before school and school briefing twice a week.

4. Stock

i. During every summer term a stock check is carried out. This ensures that the catalogue is as up to date as possible. A report of missing items is compiled during the first half of the autumn term and given to the Leadership Team.

ii. Lists of new books and other items of stock are compiled and sent to all staff via e-mail every month from July to February.

iii. Careers and Connexions information is held in the library.

iv. The UCAS handbooks, prospectuses, videos, and guides to H.E., student finances, gap years and working abroad are kept in the library.

5. Borrowing levels

i. Records are kept each month of the total numbers of items borrowed from the library.

ii. Printing material from the internet allows students to take information home to keep and has the effect of lowering levels of non-fiction loans.

6. Budget

i. The Librarian bids each year for the library budget. This is linked to the development plan. The budget has to cover the cost of stock, stationery and supplies. It does not include money for furniture.

ii. Early in the summer term each year, subject leaders are asked to request books, DVDs etc that they would like to see added to the school library.

7. Links with other schools

i. The Librarian is in regular contact with the Librarians at Simon de Montfort Middle School and Prince Henry's High School via e-mail and occasional meetings. The Librarian from Simon de Montfort brings a group of very able readers to EHS Library at least once a term to choose books to read for pleasure.

ii. The Librarian is also a member of the Chartered Institute of Library and Information Professionals, The Youth Library Group, and the School Librarians' Network (on-line).