



HEBBURN

Comprehensive School

Library and Learning Hub Policy

Review Period	Recommended Annually		
Date of next review	January 2023	Author	A Phillips
Type of Policy	Non-Statutory	Approval Status	Governing Body, Individual Governor or Head Teacher
Signed by:			
Head Teacher	Mr D Thompson	Date: 27 January 2022	
Chair of Governors	Cllr A Ellison	Date: 27 January 2022	

Mission Statement

The Library and Learning Hub supports independent and teacher-led learning and the discovery of material for pleasure. The Library will work with all staff and departments, and be a key partner in cross curricular projects. The library will promote reading for pleasure and support pupil reading choices to support pupils on their reading pathway.

Aims and Objectives

- Support the curriculum by stocking relevant, timely and up-to-date resources across a variety of formats.
- Support independent research by providing access to materials outside of lesson time.
- Encourage engagement by creating displays linking to current work, world events and literary subjects.
- Stock resources to support each pupil as a person including information on mental health, home and personal concerns and to assist with life decisions, such as careers and further education information.
- Research and trial new resources to help with studying and information literacy.
- Ensure that students and teaching staff are aware of, and adhere to, Anti-Plagiarism and Copyright codes of practice.
- Encourage reading for pleasure across all formats and types.
- Support extension and intervention work across all departments to raise the levels of access.
- To develop interest groups related to reading such as future writers and manga groups

Location and Opening Hours

The Library is located on the middle floor. It is open from 8am until 4:00pm Monday to Thursday, and 8am to 3:30pm on Friday. If it is necessary to close for any reason pupils will be informed via tutors and posters around the school.

Library Staff

Mr. Owens (full time)

Facilities

The Library has desks which seat up to 30 students. This area can be booked for reading or research lessons by emailing the Librarian.

In addition there are separate areas for individual or small groups to read/work, and 30 laptops.

Services

- Topic boxes for lessons
- Bookable space for research purposes
- Computers
- Current Awareness provision
- Supporting the delivery of a reading intervention programme
- Reader Advisory Service
- Assisting in the development of library lesson plans and encouraging awareness of literacy within subjects or schemes of work

Loan Policy

All pupils may borrow two items from the library at one time. Further borrowing is at the discretion of the library staff. Some books will remain reference only and can be accessed in the library but taken out of the library.

Items can be borrowed for 2 weeks initially, except for the manga and graphic novels which have a 1 week loan period.

All staff may borrow up to 3 items for an initial period of one half-term unless requested by another borrower. These items must be signed out with the librarian

No resources must leave the library without being signed out on the system or without the agreement of the librarian

Code of Conduct

When in the library, pupils are required to abide by the school's Code of Conduct, Behaviour policy, ICT Acceptable Use policy, the RESPECT and PROUD codes.

The library is a quiet working environment.

Those pupils using the library outside of a class are to notify the library staff of their presence before using the facilities.

When possible staff should email library staff in advance of sending their pupils.

In the case of poor behaviour the following sanctions will be carried out:

Immediate sanctions:

- Verbal warning;
- Movement of pupil to another part of the room;
- Separation of groups
- Request to leave the library.

If inappropriate behaviour continues, Heads of Learning will be notified and the matter will be passed to them.

Ongoing examples of inappropriate behaviour may result in a ban from the library for a period of time (in consultation with the Head of Learning or member of the senior team).

Overdue Book Reminders

Books that are returned late or slightly damaged will not incur a fee. We do not want to discourage pupils (or parents) from using the library as this stands in direct opposition to the reading culture we are trying to create. However, if books are lost or stolen, we will need to take action to ensure that the library can recover losses so that replacements can be purchased and the library continues to meet the needs of its pupils.

We operate a 3-step process:

When a book is overdue by **7 days**, an email will be triggered to the pupil to politely remind them to return their overdue books.

When a book is overdue by **14 days**, a second overdue email will be sent out to the pupil and forwarded to their form tutor. This email explains that if the book is not returned or replaced within 7 days, parents /carers will be notified and a £3 replacement fee will be charged.

When a book is overdue by **21 days**, an email will be automatically generated and sent to parents explaining that their child has borrowed a book from the library that is now 3 weeks overdue. The parent will be given one week's notice to return or replace the book to the library before the £3 replacement fee is collected using Parent Pay.

The pupil will still be able to access books in the library, however they will not be able to check them out of the library until the replacement fee has been paid or a replacement book has been provided.

School holidays are not counted as overdue days so pupils will be able to keep books over holiday periods.

Selection

All books are chosen by the library staff in discussion with teachers where curriculum or subject knowledge is necessary. Fiction and non-fiction are equally important. We aim to supply books that pupils will enjoy, but there will also be stock that aims to challenge and extend their reading skills.

The Library seeks to provide books that will enhance and encourage creative thinking, empathy, diversity and a permanent love of books, as well as introducing students to new experiences. This means that books which may be deemed more challenging, either in content or style, are necessary. These will be available in the upper years area of the library and will be labelled accordingly. If a gifted reader in years 7 or 8 wishes to read these texts, a discussion will take place with the librarian so that they can make an informed decision. For upper years books with mature content, pupils in years 7 and 8 will need to bring parental consent from their parent /carer. We do not want to censor books but have a duty of responsibility to our younger readers.

The Library staff will seek to read widely in order to appropriately classify material, but this is not always possible.

While the benefits of having resources that match the curriculum are obvious, there are many reports that highlight the importance of reading for pleasure and the library will encourage and promote this.

The National Literacy Trust found that reading for pleasure is the most important indicator of the future success of a child -

[https://cdn.literacytrust.org.uk/media/documents/2014_09_01_free_research - literacy changes lives 2014.pdf](https://cdn.literacytrust.org.uk/media/documents/2014_09_01_free_research_-_literacy_changes_lives_2014.pdf) RJZEXmT.pdf

Weeding

Weeding will take place throughout the year, and decisions will be based on a variety of factors including: date of publication, wear, popularity, the number of copies held.

Donations

The library accepts donations gratefully, however, we maintain the right to use donations as we deem fit, and to redistribute any material that does not suit the needs of the pupils.

Annual Reports

The Librarian and/or nominated member of the senior leadership team will produce the following annual reports to open up the processes and on goings over the year, as well as to provide direction and structure to the library.

These will include a revision process of the Library and Learning Hub Policy, a Library Development Plan, and an Annual Review, which will provide an informal look into the achievements of the library.

- The Library and Learning Hub Policy – sets out the general rules and terms of use of the library. This will enable all staff to see where the library may be of use to them, and give the Library a clear mission statement and aim. This will be reviewed yearly and updated when necessary.
- Library Development Plan – looks ahead over 3-5 years, and laying out important action that needs to be taken in order for the library to maintain a high quality service. It will identify potential weaknesses and how they can be managed. Areas for development will link into the development plan of the school.
- Annual Review – documents the progress, events, competitions and achievements of the library each year.

Evaluation

Ofsted have highlighted the importance of evaluation as a tool to improve the library, making it the first recommendation in their “Good School Libraries: Making a Difference to Learning” Report.

Reflection on the service provided by the Library will be sought from staff, pupils and parents. The opinions of each stakeholder will be gathered through surveys, focus groups and on a one to one informal basis.

Liaison with External Organisations

The Library will develop relationships with external organisations to provide a comprehensive and reflexive service. These organisations include: local bookshops, local public libraries, publishers and charities such as the National Literacy Trust and Booktrust, as well as professional organisations such as the Chartered Institute of Library and Information Professionals, the Youth Libraries Group and the School Library Association. Additionally, networking with school librarians locally and beyond is key to personal development and sharing best practice.

Library volunteers

The Library runs a Pupil Library helpers scheme which helps pupils gain leadership experience and gain their librarian badges. Interested pupils can apply in the Autumn term, to start soon after. The scheme runs in all Years, with the pupils being involved in helping with the day to day running of the library, assisting with events, and having a say on how the Library is run, and choosing stock. Various positions of special responsibility will be created and managed as necessary.

Links to other policies or protocols:

School's Behaviour and Reward Policy

ICT Acceptable Use Policy

Equality and Diversity Policy

Data Protection Policy

