



THE COTSWOLD SCHOOL – POLICY DOCUMENT

Policy:	CSP 17 Library Policy
Version Number:	2.0
Date:	Feb 2015
Review Date:	Feb 2018
Authorised by:	Governing Body
Updated by:	Mrs K Williams

INTRODUCTION

'The Cotswold School library should underpin the value of 'reading for pleasure' and how it links to wider academic, social and emotional development.'

Students should encounter an inspiring environment in which they are surrounded by books and up to the minute technology to enhance their learning experience.

AIMS AND OBJECTIVES

- To provide a wide range of quality books to support the curriculum needs of all pupils and teachers.
- To foster a love of reading books, which will develop into a habit for life.
- To provide a resource, which enables students to gain the library and research skills they need to become independent learners.
- To maintain and develop a wide selection of reading material that is easily accessed and organised.
- To provide a stimulating and dynamic environment that is welcoming and accessible to all.
- To familiarise students with library routines which will give them a generic understanding of all libraries.
- To extend students learning experiences.

ACCOMODATION AND ACCESS

At The Cotswold School the library space provides a flexible, vibrant and attractive learning space. There is a lower library for KS.3 which along with a good range of Fiction and Non Fiction, also provides access to 15 desktop computers. Extra facilities include a screen and integral projector which can be used for classes and meetings/training.

The Upper library primarily for KS.4 offers an excellent range of Fiction and Non Fiction material as well as a flexible learning space. There is also an office which is used for careers interviews and mentoring.

ORGANISATION

Our school library is a hub of learning that is accessible to all the students and staff at the school. The resources within it promote equality of opportunity for all the students.

The Library is organised in the following way with clear shelf and bay guidance.

Fiction stock is shelved in alphabetical order by author surname, left to right on the shelves.

Non Fiction stock has been coded according to a simple Dewey system. Each book has been given a number and colour label and subject areas are designated by colour. The

books are shelved according to subject areas and in Dewey number order left to right. A printed subject index is held and displayed in the library in order to help pupils find the colour and number of the book or subject they are looking for.

All Fiction and Non Fiction stock are catalogued on the library computer system and pupils can retrieve information on books held in the library using this system.

Students are introduced to the library during the year 6 induction process and on entry at year 7 with a lively, engaging introduction on how to use the resources within the library. Students can access their own library accounts and search the library catalogue via the library management system.

Year 7 to year 13 students are recruited to be students librarians. Their duties include: helping shelve returned library books, keeping the library tidy and support students in their choice of books. They also undertake projects which enhance the library experience for their peers, as well as developing their own interpersonal skills.

RESOURCES

The library supplies a wide range of resources. Resources will be kept up to date and in good condition. The Librarian will advise on which stock should be replaced to include well used and out dated information and will undertake repairs to books where appropriate.

The Librarian will select new books for the library taking into consideration the following: The relevance and appeal to students; the suitability - reading age, ability, ease of use and use of language. Quality and durability. Value for money. Equal opportunities – representation of cultures, religions, ethnic diversity and disability.

STAFFING

The Librarian is responsible for the running and monitoring of the lower and upper libraries five days per week. This includes the weekly timetabled visits from individual classes and at morning break and lunchtime when the library is available to all students. The Librarian is responsible for selecting and purchasing stock, processing stock through the catalogue system, keeping the resources accessible to all library users and updating displays.

FUNDING

Funding for the library will be accessed through the library budget with bids made to the P.T.A. which helps fund extra equipment, books and a guest for the annual Book Week. To be aware of and to apply for other possible funding sources.

EVALUATION

The School Librarian reviews the effectiveness of the library on an ongoing basis. Liaising with the Head of English and the senior leadership team.

This Policy will be reviewed every three academic years.

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

(20/04/2015)

ratified by Governors and
signed as such by The Chair of Governors

