



LIBRARY

Library

Mission Statement

To provide a challenging yet supportive environment which stimulates an enquiring mind of all ability levels.

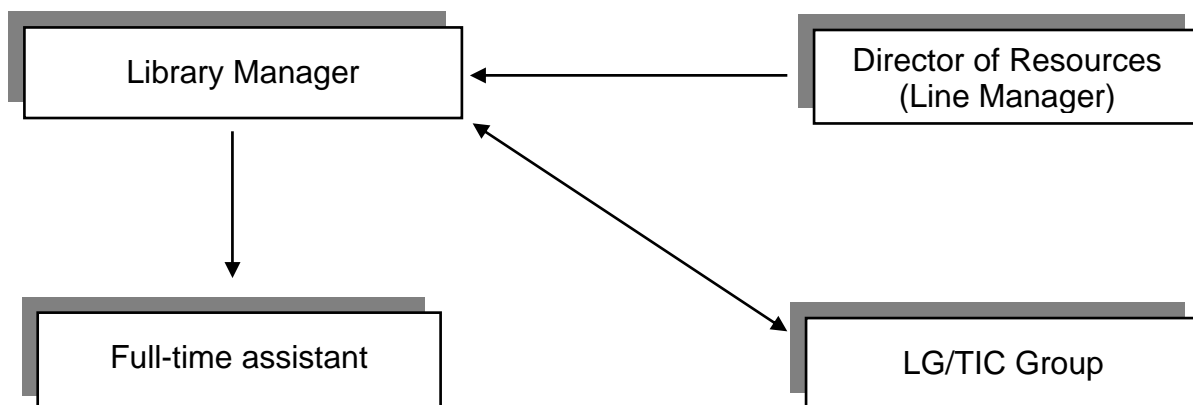
Aims and Principles

The Role of the Library

1. The Library is promoted and run as part of the overall resource provision of the school. It serves four main functions:
 - ◆ To provide a multimedia resource to support and integrate into the National Curriculum.
 - ◆ To encourage and support reading for pleasure.
 - ◆ To provide pupils and staff with the facilities to investigate for themselves and to make use of flexible learning techniques.
 - ◆ To stimulate thought on important cross-curricular issues.
2. The Library will provide a charter for pupils and staff that highlights the levels of service that we aim to provide as well as what we expect from them in return to help us to achieve those targets
3. The Library will demonstrate the practical application of Information Technology
4. The Library will provide resources and expertise which both pro-actively and reactively respond to the curricular and social needs of pupils. These will not only include printed material but also electronic information, video/cassette viewing and listening facilities etc.
5. The Library will be the focal point for individual and flexible autonomous learning in the school, and will aim to have a key role in the curriculum of all pupils within all departments. It will, in cooperation with teaching staff, enhance and reinforce information and study skills throughout the curriculum.
6. The Library will have an up-to-date catalogue of all available Library materials.
7. The Library will be a central source of up-to-date resources relating to professional development of staff.
8. A frequent and regular teaching staff presence will be actively encouraged in the Library.
9. An introduction to the Library will be part of the induction for all new staff and year 7 pupils.
10. The Library will actively promote its resources and links to the curriculum through the organisation of various events.

11. The Library will provide a wide variety and stimulating collection of fiction material appropriate to all ages and abilities within the school. The collection will aim to encourage and promote the enjoyment of reading.
12. The Library will provide facilities and resources to promote autonomous learning in a conducive atmosphere that allows pupils to feel in control of their learning according to individual ability and needs.
13. The Library will provide a link to the public library facilities and provide access to their resources via the School Library Service (SLS).
14. The Library will be fully involved in meeting the objectives of the Whole School Development Plan and whole school policies including positively promoting equal opportunities, special educational needs, and multicultural education.

Management Structure and Staffing



The Library will be managed and run on a day to day basis by the Library Manager. She will be supported by a full-time assistant and, during the lunch-time, before and after school by pupil volunteers. Day to day issues will also be discussed during the termly Library/ICT meetings and policies will be initiated from these meetings.

The duties, activities and job description of the Library Manager are line managed by the Director of Resources.

Decision making with regard to curriculum issues will be discussed with TICs individually, via the LG/TIC meetings and via the annual Library objective meeting with the line manager.

Accommodation and Access

Accommodation

The Library consists of one rectangular room with a side room containing computers. There are two entrances with one in use and the other used principally as a fire exit. The area is sub-divided into five main areas, though these are not formally designated:

1. Issue Area/Lobby/Office
2. Multimedia/Computer area
3. Leisure Reading
4. Group Work with an interactive whiteboard
5. Shelving

Access

Access to the Library will take account of the following:

1. Individual pupil entitlement
2. Curriculum area entitlement
3. Pre-booked times

The Library will be promoted as a whole school resource and all subject areas will have equal access to the facilities and resources.

Similarly, all pupils will have equal access to the resources before school, during lunch hours and after school.

Classes may use the facilities if they are brought down by the teacher in charge of the lesson and they have pre-booked the lesson with the Library Manager and with the booking sheets provided.