



Library Policy

“What a school thinks of its Library is a reflection of what it thinks of education”

Harold Howe

QES Libraries are available for use by the whole school community, subject to school rules and regulations given elsewhere. They are an integral part of the curriculum.

We aim to:

- 1 Ensure ease of access to up-to-date, relevant resources.
- 2 Ensure the Libraries are stocked with up-to-date, relevant resources that are effectively managed and are easily accessible.
- 3 Offer a service of advice, resources and expertise that facilitate the development of Students research skills.
- 4 Provide an atmosphere in which private study, quiet relaxation and personal enquiry can flourish together.
- 5 Provide the means by which every student and member of staff can become familiar with the methods of information retrieval.
- 6 To assist in the encouragement of pupils wider reading habits.
- 7 To communicate information about the libraries resources, facilities and activities throughout the school and its community.
- 8 To provide access to current information sources.
- 9 To open up and maintain access to wider information networks.
- 10 To monitor, evaluate and review policy in order to respond to new needs and developments.

Library Guidelines:

- 1 The Libraries are to be available for staff and student access through the school day, including short periods of time before and after school. The Sixth Form Library is available only to staff and Sixth Form pupils. The Main Library is available for all staff and students during free time and to staff and Sixth Form during lesson time. All other pupils may use the Library during lesson time with the permission of the Library staff and a signed note in their planner from their Teacher, except where use would interfere with a class taking place in the Library. Staff may arrange for lessons to take place in the Main Library through the Librarian. A team of Student Librarians is to be maintained in order to involve pupils in the running of the Library.
- 2 All curriculum areas are to submit relevant information on course content from their programmes of study to the Librarian to ensure that the Libraries are able to develop the resources in line with curriculum needs. Subject staff are asked to inform the Librarian in advance of any research projects to be undertaken by pupils so that further provision of resources can be prepared. The Librarian and Library Assistant will continually update the fiction collections with new stock and provide advice to staff and students on items to read for pleasure. The Librarian is a member of the HOD team and will attend ICT Development Group meetings. The Library resources are to include as wide a range as possible of multi-media resources ie audio-visual and non-book materials together with the equipment needed to access these resources. A pleasant ambience, conducive to both private study and recreational reading is to be maintained at all times. Resources are to be easily accessible through displays, guidance, signage and computerised information sources. The Librarian is to be on hand to support pupils in interpreting their assignments and tasks whilst developing their research skills at all times.



All Year 7 and Year 12 students are to receive a Library Skills Induction course during their first week in school. New students to other year groups and new staff will also be offered a Library Induction during the Autumn term. Year 7 students will also take part in an Information skills and reading promotion course as part of the English course.

- 3 The Librarian will ensure that there is a range of resources and facilities to support independent learning at all levels throughout the school.
Subject staff are encouraged to consult with the Librarian to ensure that the independent learning opportunities built into their programmes of study are communicated to the Library and are adequately resourced. The Librarian will assist teaching staff with the delivery of Information retrieval skills across the curriculum and at every level.
- 4 A range of constantly updated attractive fiction suitable for a wide range of ages and reading abilities is to be kept in stock. This range will include a variety of genres, writing from other countries, gender balance and works written before 1900.
A 'Light Bites' collection is to be maintained for those students who struggle with literacy, in order to allow them to develop their independent reading skills
Library display material is to be colourful, attractive, informative and regularly updated.
The library is to stock a range of non-fiction books to reflect current leisure reading.
The library will promote wider reading throughout the school by a variety of means, including Reading Clubs, promotion of World Book day, author visits, Book Fairs etc.
- 5 The Librarian will ensure that there is a collection of information sources available to support staff development and training in the Library. This will be updated on a regular basis. In addition, the Librarian will provide information and guidance for staff on accessing information sources both in and out of school on request. The Librarian will also work with the Head of Year 7 to ensure ease of transition from Year 6 for new students.
- 6 The library will ensure a constantly updated stock of current awareness materials, including periodicals, newspapers and journals. In addition, useful web sites will be included on the Library catalogue.
The library will display notices about forthcoming events, exhibitions, lectures, theatrical productions etc. as appropriate.

The Librarian will work with external information sources, such as Public Libraries, Library Services for Schools, Archive Service, to ensure wider provision of information resources are available where necessary.
- 7 The Librarian will review provision of access and use data and statistics collated during each term, producing an Annual report in September of each year. In addition, the Library staff will undertake a self-evaluation on a regular basis to ensure the quality and development of Library provision is maintained. This will include a review of the type and quality of resources provided by the Libraries. The Annual report will be circulated to the Senior Team on completion and copies held in both Libraries for reference. The Librarian will also report on a regular basis to the Deputy Head, Curriculum, via regular meetings.
The Librarian will negotiate for the resources, funding and staff required to achieve the stated aims. The library will evaluate users' perception of the library through questionnaires, suggestion boxes and student committees. The Students sitting on the committees will be chosen through the student council, with a representative from the Student Librarians for each year group.

All Library staff will attend appropriate courses to ensure management and operative skills are up to date.