

LURGAN COLLEGE
SCHOOL LIBRARY POLICY
2013/14



LIBRARY POLICY DOCUMENT

1. Library Functions

The key functions of the school library are seen as being to:

- house school/SELB books and ensure their organisation for easy access;
- provide workspace for whole classes, small groups and individuals engaged in study or research work;
- provide for independent study and informal browsing
- facilitate the lending and retrieval of stock;
- act as a focus for Information Technology and as an access point to other resource providers and external databases

2. Aims and Objectives:

The School Library within Lurgan College aims:

- to provide access to books that support pupils' study;
- to provide books that pupils may read for pleasure;
- to promote reading for pleasure;
- to enable pupils to access the growing range of e-books being published;
- to enable the school's ICT co-ordinator to increase access to computers for pupils;

3. Management of Library

- Pupil Librarians will be appointed to assist in lunch-time supervision of the Library. Students in Year 14 will be given the opportunity to help with Librarian duties at lunchtime.
- The Pupil Librarians will have responsibility for the day-to-day management and administration of the Library.
- The Pupil Librarians will report to the Teacher Librarian who will have overall responsibility for the management and administration of the Library.
- To provide for continuing effective management, Library Staff may be released when necessary for suitable in-service training of - e.g. release to attend courses etc.
- Training as Pupil Librarian will be given by the Teacher Librarian, SELB, School Library Services, for a small number of selected students.
- Individual teachers are responsible for managing the use of the group study discussion area

4. Accommodation

- The School Library will provide facilities and resources for individual study, group study/class use, use of A/V and ICT.
- The use of A/V facilities in the Senior School Library will be reviewed on an ongoing basis. Students will have access in the Library to ICT facilities with the placement of a number C2k computers with Internet access.
- ICT and AV facilities are administered and controlled by the Head of ICT.

5. Access

- The Library will be open during lunchtime and after school, supervised by the ICT
- The Library will be supervised for use throughout the day by the teacher acting as Study Hall Supervisor.
- Student Librarians will help with duties during lunchtime.
- The main use of the Library will be that of study area for Year 13 and 14. Other students, particularly in year 11 and 12, will be encouraged to use the Library at lunchtime or after school.
- Class periods may also be made available for the English and other departments as and when the timetable or numbers allow.

6. Resources

- Provision of resources will be made of reasonable quantity and quality - suitability, up-to-date, attractive, relevant and covering age/ability range.
- Kindle e-readers are available to borrow and are administered via the e-library internet portal www.lurgancollege.co.uk/elibrary
- Materials will be selected by the Teacher Librarian after consultation with pupils
- Materials will be also selected by the Heads of Department after consultation with members of their Department.
- Priority will be given to those subjects or specialist areas where there is considered to be a pressing curriculum need.
- Where possible, sections will be reserved in the Library for specialised stock - e.g. local material, Careers, A/V and ICT items.
- It will be recommended to Departments that all resources throughout the school be recorded in the library's central catalogue. This should facilitate the retrieval of all available resources anywhere within the school.
- Resources and equipment will be monitored and audited on a regular basis by the Teacher Librarian in conjunction with teaching staff to ensure that available both resources and equipment are up-to-date and suitable for their purpose

7. Services

The Library will aim to provide the following services:

- A reference and computerised enquiry service.
- A lending facility:
Year 11 and Year 12: Two Books per pupil for a period of two weeks
Year 13 and Year 14: Four Books per pupil for a period of two weeks
Also available will be short-loan books placed on reserve by Subject Departments
- A study facility.
- An area for appropriate displays and exhibitions.
- Provision of booklists / books for individual/departmental needs.
- Guidance for pupils in investigative work.
- A facility for borrowing material from other agencies e.g. Schools Library Service.
- Advising staff on suitability of materials appropriate to their learning objectives.
- Directing pupils and staff to outside agencies and sources of information.
- Provision of equipment for use with A/V and ICT material.
- Recording of broadcast programmes.
- Provision of computer workstations and databases including Internet Access
- Catalogue listings for subject area resources, on request
- Cataloguing of websites by subject / topic

8. Funding

- The following sources of bookstock funding will be used - SELB, School Funds.
- Funding for stationery and equipment will come from School allocated funds.
- Funding for A/V items will be resourced by SELB.
- Alternative sources of funding eg the Arts Council

9. Organisation

- Kindle loans are administered via the elibrary internet portal.
- Stocktake / stockcount will take place once a year, in line with request with SELB.
- Any pupil/student not returning a library resource after receipt of a final warning letter subject to the school's discipline policy.

10. Future Developments

- Pupil use of Kindles will be further promoted and encouraged.
- A comprehensive review of Library facilities was conducted in 2012 and presented to SLT. It was based on evidence gathered from teachers, other schools and pupils survey. Its main findings revealed that:
 - There is little to no pupil demand for books to support their study as they consider notes/textbooks provided by departments to be sufficient to their needs and when further information is required they prefer to use online resources.
 - Very few pupils want to read books for pleasure and amongst the small number of keen readers, there is very little demand for library books as they prefer to source their books elsewhere e.g. buying or downloading.
 - The lack of demand for traditional library books, exists in other schools and indeed community libraries. The decline in library use has been on-going from some time and has accelerated in the internet age and the fall in the cost of purchasing books.

The main proposals emanating from this review were:

- To slim the quantity of stock to a more bespoke selection of fiction titles that are likely to be used by the small group of keen readers within the school.
- To remove the largely unused non-fiction library books.
- To remove the unnecessarily large and unsightly bookstacks and replace them with half-height units to accommodate the smaller bespoke selection and create a more open environment in the Library.
- To providing increased access to ICT facilities as these have effectively replaced the function of the non-fiction library books.

- To amalgamate the role of Teacher Librarian with that of Literacy Coordinator so that the new smaller bespoke selection of fiction titles would be more effectively used as a resource within the whole school literacy strategy.
- For the school's English Department to take a lead role in using the Library resources.

Pictures : Half-height bookcases that may be used to house the small collection of titles in the reformed library.

