



UNLOCKING YOUR
CHILD'S POTENTIAL

“Library (High School)
Policy”

February 2015



Students now face more information in their everyday lives than any previous generation. There has been an information revolution in the last thirty years through the increased output in published material and the development of information in digital format. An emphasis on independent, student-centred learning means that students now need greater skills than ever before to enable them to find, assess, select, analyse and present information for school work, coursework and homework. The school library has an important part to play in this process.

School library aims

- To support all students at TDMS High School in their studies, providing relevant, up-to-date material for loan and reference, including access to the internet.
- To enhance students' skills and confidence in finding, evaluating and presenting information.
- To promote reading for pleasure
- To support teaching staff in the delivery of the curriculum and non-teaching staff with information to help them carry out their work.
- To keep up with educational changes and developments.

The school library exists to serve all students and staff at the school regardless of gender, race, religion or ethnic origin. The Librarian's central roles are to provide, maintain and develop an efficient library service and act as a guide between the users and the material in the library.

It is recognised that, whilst many students can be independent and have access to information in many forms in their own homes, some students do not have any means of researching information. It is important that this should not disadvantage them. Students need to have as much access to information and leisure reading as possible.

Access and usage

The library is situated on the ground floor close to reception and the post-16 area. It is open from 9.55 to 3.25 each day. All TDMS High School students are members of the school library. Quick and easy arrangement can be made for any Middle School students who wish to make use of the High School library.

Students in year 9 - 11 can borrow 2 items at a time and students in years 12 and 13 can borrow 6. Books are loaned out for up to 6 weeks. The library system uses fingerprint recognition software, but students can choose to bypass this system if they wish. DVDs are available, free of charge, for overnight loan. Fines are not levied on overdue books, DVDs etc. Reminders are sent out for overdue items.



The library has 15 networked computers and 6 laptops, a colour printer, a monochrome printer, a scanner and a photocopier. There is no charge for printing homework and coursework from computers but there is a small charge for photocopies. Students should ask permission before printing.

The library is the main study area for years 12 and 13. These students are expected to complete a minimum number of study sessions every fortnight for which they receive attendance stamps. Year 9 English groups are booked in for one Accelerated Reader* session per week. Teachers may book small groups of students from years 9 – 11 into the library to carry out research etc., or send individuals with a note. Teaching Assistants can bring students to the library for personalised learning.

The library is open to all years during break time and lunchtime. Students can volunteer to help with library duties. Up to two year 12 students can volunteer as part of the COPE accreditation.

High standards of behaviour are expected at all times. Students who misbehave are warned that their behaviour is unacceptable. If the students do not respond to the warning, they are sent out of the library. If the students misbehave on a later occasion the school's disciplinary procedure is followed.

Staffing

The library is staffed by a Chartered Librarian, term time only, for 31.66 hours per week. For half an hour each day, during the Librarian's lunch break, it is staffed by a member of the administrative staff. The Librarian attends the school briefing twice a week and meets regularly with the school's Literacy Co-ordinator and the Middle School Librarian.

Stock

There are just over 11,000 books in the high school library. Stock checks are carried out at least biannually. The careers and further/higher education information is housed in the library. Around 700 books are displayed in a special collection for Accelerated Reader*.

E-books are under consideration, but at the moment, nationally, the licensing for lending in digital format has not been standardised.

Budget

The librarian bids each year for the library budget (which covers stock, stationery, supplies, subscriptions and the cost of software support for the library management system). Teachers



and support staff are asked to suggest stock to support teaching and learning. Students are encouraged to suggest books they would like to have in the school library.

*Accelerated Reader was introduced in the autumn term 2015 to TDMS High School. Students in year 9 take a reading test. They then read books within their reading age level and sit quizzes. Re-testing takes place at set intervals and progress can be measured.