

LIBRARY POLICY

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Review Interval	Annually
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Owner & Attached Governor	Emma Tribe / Phill Slater



LIBRARY POLICY

Mission Statement

North Oxfordshire Academy Library supports independent and teacher-led learning and reading for pleasure. It aims to promote literacy and the enjoyment of reading across the Academy. The library collaborates with all faculties, and is an inclusive, safe and fun space that seeks to inspire learning and creativity. Our vision is to inspire students to become ethical users, critical thinkers, enthusiastic readers and skilful researchers.

Location and Opening Hours

The library is located in the heart of the school, and is open from 8am every day except for Friday. On Mondays and Wednesdays it is open at break and lunch for years 7 and 8 only, and on Tuesdays and Thursdays it is open at break and lunch for year 9 only. Students in other years can come in at any time provided there is not a library class in progress. On Fridays the library is closed at lunch for student librarian training, and otherwise open from 2-4pm.

After school the library is open to all students from 3-4pm on a Monday and a Friday, closed on a Wednesday, and is open only for the after-school clubs on a Tuesday and a Thursday. A Chess Club is held on a Monday, a Reading for Pleasure Club on a Tuesday, a Library Games Club on a Thursday and a Creative Writing Club on a Friday. These are open to all year groups. Outside of lessons, student numbers in the library are restricted to thirty.

Library Staff

Librarian – Dr Sheryl Root, supported by Ms Emma Tribe, Literacy Lead.

At break and lunchtime the librarian is supported by duty staff just outside the door, and by student librarians who operate on a rotational basis.

Membership is held to the School Library Association.

Facilities

The library has 9 desktop computers and 25 chromebooks, which are locked in the cabinet and can be booked by staff or used by students at the discretion of the librarian. There is desk seating for 35 students, plus some sofas and comfortable chairs for relaxing. A whiteboard and AV system are present in the library. Years 7, 8 and 9 have fortnightly library lessons, so the library can only be booked outside of these times. The Careers Office is located in the library. The main student printer is also located in the library.

Loan Policy

All pupils and staff may borrow up to three items for two weeks. Further borrowing is at the discretion of the librarian. Items can be renewed as necessary, provided that no-one else has reserved the item. Users with overdue items or unpaid charges may only borrow further items at the discretion of the librarian.

Code of Conduct

When in the library, students are required to abide by the school's Code of Conduct, ICT Acceptable Use Policy and all other school codes. The library is a quiet working environment

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– outside of library lessons talking is permitted, but only where it does not disturb others. Students are not permitted to use the library if there is no librarian or other staff member present. There will be no eating in the library, no mobile phones and no use of online games, social media or YouTube.

In the case of poor behaviour the following processes and sanctions will apply:

- Being Disruptive:
 1. Warning.
 2. Asked to leave the library.
 3. Repeat offences will incur a longer ban of a week up to a half term, with tutors and pastoral leaders being informed.
- Eating / Using Phone: Asked to leave the library, phone removed. Repeat offences will incur a ban.
- Rudeness: Asked to leave the library, plus detention. Repeat offences will incur a ban of a week up to a half term, with tutors and pastoral leaders being informed.
- Overdue books: Reminders are issued once a week via email. If two subsequent reminders are ignored, an email will be sent to parents / carers. If the book cannot be found, parents / carers will be asked to either supply a replacement copy of the same title in good condition or pay for a replacement. Replacement charges will be fixed at the cost to the school – usually the RRP of a book minus 30%. This charge will be added to ParentPay once parents / guardians have been informed and removed if a replacement copy is supplied instead.
- Damaged books: Students are responsible for books in their care and for returning them on time and in good condition. If a book is returned damaged in such a way as it is judged by the librarian to be unusable, parents / carers will be asked to either supply a replacement copy of the same title in good condition or pay for a replacement. Replacement charges will be fixed at the cost to the school – usually the RRP of a book minus 30%. This charge will be added to ParentPay once parents / carers have been informed and removed if a replacement copy is supplied instead.

Library Lessons

Years 7, 8 and 9 have fortnightly timetabled library lessons. During these sessions students are given the chance to browse the library and change their library books. There is then a period of silent reading, followed by the use of Bedrock Learning, an online literacy programme. Library lessons are managed by the English Department, and a qualified teacher is present at all times. Poor behaviour within library lessons may result in students being refused entry to the library during leisure periods.

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Literacy Support

The library helps to promote literacy throughout the school using library displays, competitions and promotion on Teams and on Twitter. Literacy-related after-school clubs are arranged and promoted. The librarian is happy to assist students with choosing books and supports the use of Bedrock Learning during library lessons and at break and lunch. Literacy-related events such as World Book Day and the Oxfordshire Book Awards are promoted by the library, and author visits and trips are organised to inspire a love of reading.

Collection Management

Selection: All books are chosen by the library staff in discussion with teachers where curriculum or subject knowledge is necessary. There is also a facility for students to request books, and the opinion of student librarians is also taken on board. Fiction and non-fiction are both considered important, although we are aware that the non-fiction collection in the library is currently largely outdated. We aim to supply books that pupils will enjoy, but there will also be stock that aims to challenge and extend students' reading skills. The library stocks books to suit a wide range of reading ages and genres, with a good selection of dyslexia-friendly texts.

The library seeks to provide books that will enhance creative thinking, empathy, and a permanent love of books, as well as introducing students to new experiences. This means that books which may be deemed more challenging, either in content or style, are necessary. These may be given a content warning, and star stickers on the spine will denote books suitable for Y10+ only, however these are advisory only, and generally it is up to students themselves to choose appropriate material. Library stock supports the United Learning Diverse and Inclusive Secondary Curriculum.

It is vital that the library remains well-stocked with new, varied and exciting titles in all categories in order for students to be able to find reading materials which will appeal to them. This is a vital part of encouraging reading for pleasure.

Display: The fiction books are classified via genre, with genre and AR-based difficulty-level stickers on the spine. The non-fiction books are classified via the Dewey system.

Cataloguing: All library books are catalogued, using Oliver. The library catalogue is available to browse via the Student Portal from anywhere and books can be reserved.

Weeding: Weeding will take place throughout the year, and decisions will be based on a variety of factors including date of publication, wear, popularity, and the number of copies held.

Donations: The library accepts donations gratefully, however, we maintain the right to use donations as we deem fit, and to redistribute any material that does not suit the need of pupils.

Funding

The library annual budget is £4000, in addition to the £1650 cost of the of the library cataloguing system which is met elsewhere. This equates to £4 per pupil per year, although

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the costs of stationery and printing are also met from this budget. Funding will be reviewed on an annual basis. The budget is under the authority of the librarian.

Student Librarians

There are places for twelve student librarians in Key Stage 3 and twelve in Key Stage 4. Year 7 students will not be permitted to be library assistants. Library assistants are under the authority of the librarian, and are required to fill in an application form, undergo a peer interview, and successfully complete a trial period. Library assistants will undertake duties such as signing books in and out to students, monitoring library behaviour and bringing any issues to the librarian's attention, filing books on the shelves, and creating displays. The SLA's five-part certification programme will be followed and students issued with certificates to acknowledge their participation and progress. Library assistants are permitted to enter the library at any break and lunchtime, regardless of whether it is their year group's attendance day.

Library Policies

Library Policies will be reviewed on an annual basis.

