Burnside College

Library Policy

2024 - 2025

1. Mission Statement

The George Mitchell Library at Burnside College is a welcoming, positive, and dynamic space where pupils are encouraged and empowered in their reading and learning. We aim to serve students and staff at Burnside College with fiction and non-fiction for reading for pleasure, as well as materials for wider reading, curriculum support, skills-building and personal development.

Beyond reading, we aim to build community and promote student and staff wellbeing through special programs, clubs, and events. We are an inclusive space where all library users can feel safe to read, learn, relax, and explore their interests.

2. Selection Criteria

The school Librarian and Assistant Headteacher link have responsibility for the selection of materials for inclusion in the Library.

Recommendations and requests are welcome from teachers and other school staff, students, and parents / carers; requested items must meet the selection criteria before acquisition.

Items are selected based on the needs of the Library's diverse user groups, which include students from Year 7 to Year 13 and staff. As such, a diverse range of materials is required to meet the needs of these groups. We prioritise stock that users will enjoy, but that will also challenge and extend their reading, personal, and interpersonal skills, as well as provide different viewpoints in order to increase enjoyment, promote learning, and build empathy. This provides for the inclusion of books that are challenging in content or style. The school Equality Policy promotes the inclusion of diverse materials: "the school curriculum will be developed to reflect the diverse world

we live in and challenge stereotypes, with improved provision in all subjects to promote inclusion and acknowledgment of groups of diversity."

In selecting materials for inclusion, the librarian refers to the ALA's selection criteria[1], judging materials based on:

- Educational significance
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Favourable reviews found in standard selection sources
- Favourable recommendations based on preview and examination of materials by professional personnel
- Reputation, authority, and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity
- Providing balance to controversial issues in a manner compliant with other selection criteria

3. Deselection Criteria

Materials are deselected (or "weeded") from the Library on a rolling basis when they no longer meet the selection criteria and space is needed for new titles. This is often due to lack of use, irrelevance to the collection, outdated or inaccurate information, overall condition, and/or lack of appeal to user groups.

After deselection, materials are, in order of priority:

- Given to school staff for classroom use
- Given to students for individual use
- Given to school staff for individual use
- Donated to charity
- Recycled or otherwise disposed of

4. Acquisitions and Donations

Materials are purchased in line with Finance, Charging & Remissions Policy, with the best price sought from multiple distributors/suppliers. If appropriate, timeliness/ availability of stock may take priority over cost.

The Library welcomes donations with thanks. Please note that we cannot guarantee that donated books will be added to Library stock. If deemed inappropriate for the

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[1] ALA. (1998) *Workbook for selection policy writing.* Available from: https://www.ala.org/Template.cfm?Section=dealing&Template/ContenManagement/ContentDisplay.cfm&ContentID=11173 (Accessed 19 October 2021).

Library, materials will be given away or disposed of as in the process for deselected library stock.

5. Library Access Policy

5.1 Fiction and Non-Fiction

Burnside College's students vary greatly in age, maturity level, life experience, interests, and ability, and as such, every resource in the school library will not be suitable for every student. Similarly, while the librarians will encourage and guide students toward suitable resources, they cannot gauge suitability of every resource for every student. The George Mitchell Library at Burnside College believes that a library collection of curated materials is one of the safest and most reliable ways to access information, and we support our students' freedom of access to information and right to read, as established by British legislation[2] and IFLA[3] and CILIP[4] ethical frameworks.

Our books are labelled clearly as suitable for Key Stage 3 (red label), Key Stage 4 (blue label) and 6th Form/Staff (Green label). Our library management system enables Year 7 & 8 students to borrow only from the Key Stage 3 library collection.

Concurrent with frameworks and legislation, the librarian may guide students toward what is deemed age-appropriate reading through recommendations and the use of library collections. Should a Year 7 or 8 student wish to borrow a book from the Key Stage 4 collection, the librarian would seek parental permission before issuing the book. Parents/carers would need to confirm this in writing via the school email. In certain Key Stage 4 and above books we have applied a Caution Advisory sticker which asks the students to have a conversation with the librarian before borrowing the book.

Burnside College always encourages parents and carers to engage with their children's reading. We always welcome book recommendation requests and are happy to help students find something that is suitable for their interests. If parents/carers of Year 9 students wish to opt out for their child to have access to the KS4 they can complete and return the following: Y9 opt out letter and return this to the main school office.

6. Borrowing Policy

Staff and students are able to borrow up to 3 books for a 3 week period on their library account.
- If a book is overdue an email reminder is sent to the students.
- If the book is not returned after notice then contact will be made with Progress Leaders where temporary sanctions may be in place until the book is returned.
- If after this intervention the book(s) are still not returned then contact will be made with the parent/carer where requests to recover the books will be made in

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[2] *Human Rights Act 1998: Elizabeth ll. Chapter 42*. (1998). London: The Stationery Office.
[3] IFLA. (2019) *IFLA statement on censorship*. Available from: https://www.ifla.org/wp-content/uploads/2019/05/assets/faife/statements/ifla_statement_on_censorship.pdf (Accessed 19 October 2021).
[4] CILIP. (2018) *Ethical Framework*. Available from: https://cdn.ymaws.com/www.cilip.org.uk/resource/resmgr/cilip/policy/new_ethical_framework/cilip_s_ethical_framework.pdf (Accessed 19 October 2021).

accordance with section G Lost school equipment of 📄 Charging Policy 2024.pdf
. Options for this are detailed in the following link: Library Returns Policy

7. Complaints and Stock Reconsideration

In line with the school Complaints Policy, we request that all complaints about library materials be directed to the librarian in the first instance.

In the rare instance that informal conversation does not resolve the issue, a formal written stock reconsideration request should be submitted to the School Library.

During reconsideration, the item will be assessed by the reconsideration committee consisting of the Headteacher, the SLT link for the Library, and the librarian. The item will be assessed against the selection criteria and the reasons given for the complaint. The item will not be removed from the Library during this assessment period.

At the end of the assessment period, one of the following actions will take place:

1. The item will remain in its current position within the Library.
2. The item will be relocated to a different collection (e.g. from the Main Fiction section to the Teen and Adult Fiction section) and/or an age guidance label will be added to the item.
3. The item will be removed from the Library.

The complainant(s) will be informed in writing of this decision and why it has been made. After an item has been considered, it will not be subject to reconsideration for another five years.

8. Privacy Policy

Concurrent with IFLA[5,6], CILIP[7], and ALA[8] ethical standards, we do not disclose student borrowing records or item requests to outside parties (including parents/guardians) unless:

- There is a Safeguarding concern, in which case only relevant information will be passed to the Safeguarding team
- An item is more than three months overdue and other avenues of requisition have been exhausted

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[5] IFLA. (2015) *IFLA statement on privacy in the library environment.* Available at: https://www.ifla.org/wp-content/uploads/2019/05/assets/hq/news/documents/ifla-statement-on-privacy-in-the-library-environment.pdf (Accessed 18 October 2021).
[6] IFLA. (2020) *Libraries and children's right to privacy: IFLA Submits Comments to OHCHR Call for Inputs.* Available at: https://cdn.ifla.org/wp-content/uploads/files/assets/hq/ifla_-_submission_on_privacy_rights_of_children.pdf (Accessed 18 October 2021).
[7] CILIP. (n.d.) *Protecting the individual's right to privacy.* Available at: https://www.cilip.org.uk/page/ProtectingTheIndividualPrivacy (Accessed 18 October 2021).
[8] ALA. (2016) *Library privacy guidelines for students in K-12 schools.* Available at: https://www.ala.org/advocacy/privacy/guidelines/students (Accessed 18 October 2021).

- The parent(s)/carer(s) have made a Subject Access Request as permitted by GDPR. Please note that students over the age of 12 must give their consent before their data can be disclosed.

9. Links with Other Policies

This document links to the following policies:

1. Equality Accessibility Plan
2. Safeguarding Policy
3. Complaints Policy and Procedure
4. Data Protection Policy
5. Charging Policy

Reviewed by HA - Oct 2024
Ratified by Governors - Dec 2024