

ENFIELD GRAMMAR SCHOOL



An Academy Trust

(Company No. 07697044)

LRC/Library Policy

July 2023

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Mission Statement

The mission of the school library is to foster a love of reading, inspire intellectual curiosity and engender pupils to become critical thinkers and lifelong learners. The library supports pupils to develop their skills in media and information literacy. To encourage academic, social and emotional growth for pupils, the library provides an inclusive environment that celebrates diversity and respect for different perspectives with material that allows all pupils to explore a wide range of ideas and voices.

Reference should be made to Enfield Grammar School's policies on Equality, Diversity and Inclusion; Child Protection and Safeguarding; Behaviour; ICT Acceptable Use; and Online Safety. These policies, along with others, can be found on the school website.

Aims and Objectives

- Encourage reading for pleasure across all formats and types.
- Stock a wide range of selected resources, which are relevant to the curriculum and represent a variety of media.
- Stock resources which assist in personal development needs and take into account the cultural diversity, additional languages and special needs of groups and individuals.
- Contribute and support curriculum development throughout the school.
- Ensure the provision of an engaging learning environment where resources are used effectively.
- Promote the Library/ Learning Resource Centre service effectively throughout the school, including the school website and social media, and creating displays linking to current work, world events and literacy subjects.
- Support extension and intervention work.
- Research and trial new resources to help with studying and information literacy.
- Support independent research by providing access to materials both in and out of lesson time.
- Support equal opportunities, diversity and inclusion policies and initiatives which include differentiation, throughout the school.
- Highlight and raise awareness of, and adhere to, Anti-Plagiarism and Copyright codes of practice.
- Produce and keep an up-to-date policy to provide clarity to staff, parents and pupils, of the library systems in place, our expectations and how the library works.

Location and Opening Hours

The Library is located in the Upper School, in the corridor next to the school office and the main hall. It is open from 8am until 4pm Monday to Friday.

Library Staff

Library Manager – Mrs E Rudolph

Facilities

The library has a set of 6 desks which will sit up to 30 pupils in total. This area can be booked for reading or research lessons by emailing the Library. There are also two tables with four computers for small groups or individuals to complete work or research.

Services

- Topic boxes for lessons
- Book boxes for reading for pleasure and/or class reading (fiction)
- Bookable space
- Computers
- Support for delivery of an research lessons
- Assisting in the development of lesson plans and encouraging awareness of information literacy with subjects or schemes of work
- Complete Issues - online for research
- The Day digital newspaper
- Wheelers eBooks
- Library online noticeboards (see school website)

Code of Conduct

There is a code of conduct in the library, which insists that pupils work quietly in their school breaks but silently in lesson time. Food and drinks are not allowed (water is allowed - but not near the computers). The use of mobile phones in the library is prohibited (this includes Sixth Form). Details are clearly displayed in the library.

- When in the library, pupils are required to abide by the school's Code of Conduct, ICT Acceptable Use policy and all relevant policies and school codes.
- All pupils attending the library outside of class time must notify the Library Manager of their presence before using the facilities.
- Staff must notify the Library Manager before sending pupils to the library by email.

In the case of poor behaviour, the school Behaviour Grid will be followed.

The Librarian reserves the right to impose a ban, from the library, for a period of time (in consultation with the Head of Year or the Deputy Headteacher). If a class is in the library, it will be the teacher of that class who will issue any learning reminders or sanctions.

Issuing books

- When pupils join Enfield Grammar School they are automatically members of the School Library and are given an informative library session with 'An Introduction to Your Library' explanation booklet on how the library works.
- Pupils must see the Library Manager to borrow, return or renew a book so that it is recorded on the school's library system – Reading Cloud.

- Pupils may borrow books for a period of 2 weeks. The due date is stamped on a sticker inside the book. By the date due, students must either renew or return the book. We expect books to be returned in the condition in which they were borrowed.
- Renewals should be made in person and a book can be renewed up to three times.
- Years 9-13 must return their books to the upper school library during the open times. Year 7 & 8 may return their books to either the upper or lower school office if needed.
- Pupils are allowed to borrow one book at a time.
- The library reserves the right to make some materials non-circulating and only available for in-library use.

Overdue books

- Pupils in years 7-13 are reminded of any overdue books through their Form Tutor. The reminders are fortnightly and initially take the form of a simple request to return the book as soon as possible.
- After three reminders in school, a text & letter are sent home to urge a prompt return of the book and the student may not be able to borrow further resources until the book is returned, paid for, or replaced.
- If the book is lost, we will charge for the full replacement cost. Alternatively, students may donate a book that is of good condition, comparable value and appropriate for our school library. The donated book's suitability is decided by the Library Manager.
- At the end of year 11 and 13, letters are sent home to ensure the return of any outstanding library books before pupils leave the school.

Selection Criteria

The library collection of resources reflects the school curriculum and interests of the pupils as well as providing resources for recreational and academic reading, wellbeing and social development that are relevant, accurate, up-to-date and current. Resources will support cultural diversity and a wide range of ideas, opinions, and viewpoints. We listen to our EGS community and pupils are asked to rate book titles and make suggestions for purchases. Staff are regularly asked for resource suggestions and parents are welcomed to the library on open evenings. The library has the support of an outside consultant who shares their knowledge with regards to Equality, Diversity and Inclusion in schools. The Library Manager uses knowledge and judgement when purchasing resources taking into account the needs of the school community and ensures that we have a wide range of material for all ages and abilities.

The Equality Act 2010 sets out several protected characteristics that apply to all schools. These are gender reassignment, race, religion, sex, sexual orientation, disability and pregnancy.

The library aims to provide equal opportunities for pupils within a broad, balanced curriculum, which does not discriminate against them because of gender, race, sexuality, religious beliefs or ethnic origin. All resources will be assessed with respect to their

suitability to contribute to the equal opportunities policy. In addition to the above, we endeavour to ensure that our resources

- Value equally the experiences of all pupils
- Do not stereotype individuals, genders or groups
- Show the achievements and attributes of different genders and diverse cultures both past and present
- Allow pupils from all cultural/ethnic groups/gender identities to find characters with which they can identify and accurately reflect the multicultural population of Britain today.

Enfield Grammar School Library will also consult our school policies and safeguarding lead when dealing with censorship difficulties. In addition, we also follow the joint CILIP and School Library Association's policy on censorship and intellectual freedom - <https://www.sla.org.uk/article/hannah-groves/censorship-and-intellectual-freedom-in-school-libraries/2514>

Format of Resources

We have hard copy books in fiction and non-fiction, magazines and journals. Online, the library subscribes to 'Complete Issues' for research, 'The Day' digital newspaper, library padlets/noticeboards, and Wheelers eBooks. There are four computers in the library to support pupils with research and homework.

Access to Collection

Our resources are kept in one large collection, which allows all patrons to browse and borrow books anywhere in the library, including books for 6th Form, Wellbeing, the Learning Hub and SEND.

The library will not knowingly hold resources that are felt to be discriminatory or inappropriate but parents should recognise that material with challenging content or adult themes will not be censored or excluded. The Equality Act 2010 states that a school cannot '*discriminate in the way it provides pupils access to any benefit, facility or service*'.

Books have no legal age rating and are published as children's or adult books. Assessing each book's suitability can be difficult involving the reading level of a book, the contents, the themes covered, pupil maturity and personal circumstances. It is not possible for the Library Manager to read every book. However, using knowledge about a book, through conversation, the pupil may be encouraged to choose another book on that occasion.

The UN Convention on the Rights of the Child - Article 13 (freedom of expression) states that 'Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.' Accordingly, our role is to provide equitable access to resources, which have been selected in line with this policy, and it is up to the pupil to choose wisely.

Collection Maintenance

At minimum, we will go through our collection annually, and sometimes remove books, even if they are in good condition. Books need to earn their place on the shelves. They need to be relevant, accurate, up-to-date and current. The world is continually changing and words, language, ideas, concepts or images are also changing. Books may be removed if they have inaccurate views on history, information which presents sexist, racist, offensive or stereotypical images or characterisations. However, it is understood that the library includes classic novels which can feature outdated language or ideas. It should be appreciated that these are 'of their day', and that classic books should be taken on their own merit and not excluded from the library.

Donations

The library is very grateful for donations of books from our community. Before adding them to the library, the Library Manager will consider whether the donation is relevant, accurate, up-to-date and current, and will follow the guidance in the 'selection criteria' within this policy.

Use of ICT in the school library

There are four computers in the School Library and one more in the Careers Library that students and staff have access to. Students are supervised whilst using these machines by the Library Manager. All of these machines are linked to the internet and the school network, and have the same facilities as the computer rooms across the school.

These computers are available to use throughout the day and are often in very high demand. Priority during lesson times for the use of the computers goes to classes that have booked research lessons. When these classes are not using the computers the facilities are available to sixth form students or students whose teachers have arranged for them to come to the library for private research work. At break time and lunch time the computers are allocated on a first-come, first served basis.

Users MUST ensure that they follow the Enfield Grammar School 'IT Acceptable Use Policy' which is displayed in the library, next to the computers.

The consistent aim of the use of ICT in the library is to supplement the other resources available, rather than becoming the dominant feature. A balance is achieved between the use of the internet and the range of books in the library. This aim is incorporated into the induction programme and particularly into the research classes, where the importance of being able to use a range of resources is emphasised throughout.

Library volunteers

The library interviews for pupil librarians every year in the autumn term. The job role is open to interested pupils in year 9 & 10. Pupil Librarians are involved with helping with the day to day running of the library, assisting with events and choosing stock.

Liaison with External Organisations

The library will develop relationships with external organisations to provide a comprehensive service. These organisations include: Redbridge Schools Library Service, Islington Libraries, Enfield Public Library, local bookshops and publishers. The library has the support of an outside consultant who shares their knowledge on Equality, Diversity and Inclusion in schools.

We also look to charities such as the National Literacy Trust, BookTrust as well as professional organisations such as the School Library Association and the Chartered Institute of Library and Information Professionals (CILIP). We additionally network with other school librarians in Enfield and beyond which is key to personal development and sharing best practice.

Any questions or queries about the library should be sent by email to the Library Manager.