

# **Alva Academy Library Resource Centre Policy**

***“The library is the beating heart of any school  
and its life and vitality depend on it.”***

***- Anthony Horowitz, Author***

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## **Aims of the Library**

*“The best of educational settings place a high value on their library and information service. They understand it is a hallmark of their excellence.”*

*A manifesto for education libraries -UNISON*

The mission for any school library is for every student and member of staff to have the right of access to up-to-date and well-selected library resources in addition to receiving support from a qualified librarian at any point during the school day. The aims of the library encompass supporting the Curriculum as well as supporting fellow staff members and the students. This can be done in a two fold manner: -

### **Supporting the Curriculum**

The library can do this in a variety of ways including:

- Running information skills and critical literacy classes for all year groups
- Book talks and displays to promote and encourage reading for pleasure
- Planning and creating resources for classes i.e. websites, reading lists, book boxes etc.
- Working with library based project classes
- Creating and supporting reading initiatives and literacy projects
- Mapping lessons to match with ACfE outcomes
- Locating and creating resources for students with additional needs
- Working with classes or individual students across the curriculum
- Encouraging and supporting cross-curricular links
- Supporting and developing resources for other school initiatives like Eco Schools, Health Promoting School, Fair Trade
- Attending departmental meetings and liaising with teaching staff

### **Supporting the staff and students**

As a school librarian support can covers a wide range of activities:

- Providing an up-to-date and balanced range of resources
- Liaising with the Careers Adviser from Skills Development Scotland
- Providing an information service for staff and students
- Issuing books to visiting classes on a regular basis
- Providing senior students with study & support
- Encouraging students to get involved with the library
- Working with students with different abilities
- Providing break time entertainment i.e. reading groups, writing groups
- Helping students with ICT problems
- Individual book recommendations or the creation of reading lists

- Managing discipline and ensuring good behaviour
- Running the library and complete school literacy promotions i.e. World Book Day
- Providing resources for students who are disadvantaged because of lack of resources at home
- Creating and posting work on the Library Blog
- Arranging and/or supporting Author visits
- Arranging and/or supporting Book fairs

The library should be a vibrant and efficient place that pupils and staff see as an important and useful instrument for education. The library is there to encourage the expansion of minds, creativity, independence and a life long learning skill set. Its success relies on the relationship between the librarian and faculty staff.

## **Role of the Library within the School**

***“The role of school librarians in the secondary sector cannot be underestimated. Their understanding of different learning styles and collaboration with teaching colleagues enables them to act as a bridge between young people, teachers, information and the curriculum. Their potential contribution towards meeting the National Priorities for Education is therefore considerable.”***

***- HMIE in ‘Libraries Supporting Learners’***

A school library is more than just books. It should support the whole school; inspire a love of reading and learning and ensure students learn key information on literacy and study skills that will, ultimately, help them throughout the rest of their lives. Therefore it is crucial that the library supports the promotion of literacy across the curriculum as well as fundamental research skills to all its students.

### **Promote Literacy**

The library can be a strong presence in promoting literacy throughout the school. Pupils have access to the library at lunchtime with a freedom of choice in reading materials and there will be a junior and senior book club at break for discussions. There is an aim to schedule all S1 and S2 English classes with one period of personal reading every three weeks in the library and participation in reviewing books via the library’s blog.

To further endorse the importance of literacy, the library will participate in national and international events celebrating literacy and reading. These events include: -

World Book Day

World Book Night/Shakespeare Day

International Poetry Day

Robert Burns

Edinburgh Book Festival/ Stirling Book Festival

Talk like a Pirate Day.

### **Promote Research Skills**

The new S1 will participate in a library skills programme which will enable pupils to have a better understanding of the inner workings of a library, how to use it correctly and an understanding of any additional rules. This will be in partnership with the English Department and one class shall spend 2/3 periods in the library. It will raise the profile of the library with the S1, promoting and enabling students with basic information skills that they can use across the curriculum and encourage the new students to see the library as a useful tool in their studies.

S2 will be introduced to a course that teaches them basic research skills through the use of various mediums – books, encyclopaedia, newspapers/magazines and websites. This will enable pupils to learn how to gather information correctly and safely through a variety of

means. These skills can be used across subjects and in particular for project work. This lesson is available to any subject.

A short course for S5/6 (made available to any subject) to highlight awareness in the standards required for SQA sent written work. The course will cover: note-taking, plagiarism, bibliographies, quotation/paraphrasing and skimming/scanning. Provides senior pupils with the tools that can be used in further education (university/college) and the ability to be effective life long learners. This lesson is available to any subject.

## Access

The library is staffed by a full time Chartered Librarian and accessible from 8.15am until 4.00pm, Monday to Friday for all enquiries.

## Students

Library opening times for students are: -

	<b>Break Time</b>	<b>Lunch</b>
<b>Monday</b>	Returning Books All Years plus Writing Group	Open to S1
<b>Tuesday</b>	Returning Books All Years plus Writing Group & S3/4/5/6 Book Group	Open to S2
<b>Wednesday</b>	Returning Books All Years plus Writing Group & S1/2/3 Book Group	Open to S3/4
<b>Thursday</b>	Returning Books All Years	Open for Revision/Homework
<b>Friday</b>	<b>CLOSED</b>	<b>CLOSED</b> Writing Group Only

There is also an after school supported study and homework club available for students from Monday to Wednesday (3.10pm to 4.00pm). The library has a growing collection of study guides and past papers ranging from Standard Grades to Advanced Higher in a variety of subjects that are accessible to pupils.

## Staff

All staff members have an active library card which can be used for educational purposes (class projects), professional development and personal use. Resources are issued to staff for a four month period.

## Classroom Booking

The library is a flexible learning environment which can present a number of possibilities for teaching staff. Class visits can be block booked for projects/modules or a recurring visitation. For example, an English class could reserve one period of personal reading every three weeks. Individuals or a small group of pupils can also be allowed to use the library for research/investigation/revision purposes.

Bookings can be made in person, by phone (3358) or by email (rlees@edu.clacks.gov.uk).

## Resources

***"Librarians are almost always very helpful and often absurdly knowledgeable."***

***- Charles Medawar, Author***

### Fiction

To encourage personal reading, the library has to ensure that it keeps up-to-date with current reading trends and anticipates new genres, authors and series which will interest pupils as well as staff in their reading enjoyment. The stock must look fresh and appealing in order to capture the interest of the pupils. With quick reads, teen reads and adult fiction, the library caters to the different reading needs of all as well as curriculum requirements. In addition, all members of staff have access to the library for personal reading purposes which provides a personal benefit while also setting a positive example of reading enjoyment.

### Non-fiction

The stock for non-fiction will be up-to-date and relevant to the curriculum. It will also support the variety of student levels from Access to Adv. Higher as well as any specific topics for classroom projects.

The library will make it a priority to establish close links with the local university/college to ensure that senior pupils have access to a wealth of resources for their research projects. Not only will this benefit them in their coursework but it will also allow them the opportunity to experience a taste of higher education, enabling them to become more confident individuals and successful learners.

### On-line

The library will work to increase access to online materials that will benefit staff and students in their subject area. The library will also start to build a strong presence on GLOW to ensure that information and access to online sites are available to students outside school hours.

Teachers can request website links of a particular topic that have been researched by the librarian for class purposes.

### Revision

To support students in their preparation for exams the library will stock Adv. Higher, Higher, Int. 1 and Int. 2 past papers and success guides, core classroom textbooks and study help books.

### Careers

The library will work closely with the career advisor to ensure that information on specific career choices are up-to-date, prospectuses for universities and colleges have been ordered for the coming year and information relating to UCAS application will be readily available to students.

# **Rules and Regulations within the Library**

## **Lending**

Each student has their own library card which is kept in the library for their own use. It should not be removed from the library and can not be used within any public library. Each student is allowed 2 books out at one time and each book is checked out for three weeks. If the student has an overdue book outstanding then no issues can be made until that book is returned.

Staff are allowed 14 books out at one time and these can be issued for four months.

Books can be renewed at the desk by the librarian at any time.

Reference materials, past papers, study guides, newspapers and magazines can not be checked out or removed from the library at any time.

## **Returns**

Books issued should be returned before the date stamped within the book and in the same condition as when it was checked out. If the librarian is not at the desk please place returning books in the blue box on the desk which states 'library books return'. Books can be handed in before and after school as well as break time by any year. There are no overdue fines.

## **Requests**

If the library does not have a particular book in stock, students or staff can request the book from another library in the county. He/she needs to supply the librarian with as much information on the book as possible (title, author, topic) as well as their own name.

## **Lost**

A lost book should be reported immediately to the librarian. A replacement copy of the lost/missing book should be purchased and brought in to the librarian for the book to be removed from his/her account.

## **Computers**

Students are allowed to use the laptops during lunch time (particularly on Thursday Revision/Homework session) and after school. The use of the internet is for research purposes only or for careers/university guidance. The computers should not be used for games or music, being caught doing so will result in the removal of the laptop as well as the site being banned.

Printing is free and is only allowed for essays, reports and homework, which should mainly be printed in black and white. The use of colour or the need for a picture needs to have the approval of the librarian before printing.



Laptops can be booked by teachers for class purposes. Although it would be preferable for the class to use them in the library, they are allowed to be taken back to the classroom. Teachers are responsible in that time for ensuring that the laptops are treated with respect and must report any problems that have occurred with the librarian.

### **General Conduct**

Each pupil should adhere to the school rules of conduct (available in the student planner). Violation of the following additional rules may result in immediate removal as well as a one day ban from the library.

- Maintain a low conversational tone of voice while in the library and be considerate of other students' studying. Students who talk too loudly will be given three warnings before being removed.
- Eating or drinking inside the library is absolutely prohibited.
- The use of mobile phones or any electrical devices are prohibited.
- Library cards are kept with the librarian and should not be removed from the library.
- Books and other materials may not be taken out from the library without permission from the librarian.
- Waste or rubbish must be cleared by the student into the correct bin and not left scattered on the table or floor.
- Return the seats to their proper places before leaving.
- Students should not leave the books on the table after using them. They should be returned to the librarian's desk for re-shelving

## **Professional Development**

The librarian has an obligation to ensure that he/she is aware of the changing role of the library within the school and is able to implement changes that will benefit pupils and staff. By achieving this successfully the library will play a supporting role in promoting and delivering the Curriculum. Therefore it is important that the skills of the school librarian are up-to-date and relevant by insuring membership of external bodies such as: -

- CILIP (Chartered Institution of Librarians and Information Professional)
- SLA (School Library Association)

In addition to this, many CPD courses that would be beneficial to the library and curriculum can be found outside of the council's selection at: -

- Lighting The Future: National Conference for School Libraries
- Scottish Learning Festival
- Edinburgh Book Festival

Regularly, the librarian should maintain and evolve their skill-set by completing the following: -

- Reading of professional journals and online resources
- Networking with other librarians – sharing best practice
- Attending relevant courses
- Support involvement with local and national branches of professional librarian groups
- Training and networking with Clackmannanshire Council Libraries Service

## **Monitoring and Evaluation**

The librarian uses a variety of methods when collecting data to ensure that the quality of service being provided is at its best. The findings are used to implement any necessary changes and to ensure that the library service is relevant to the school's needs.

- Questionnaires to pupils and staff
- Meetings with faculty heads and departments
- Suggestion Box
- Discussion with Deputy Head Teacher whose remit includes the Library Resource Centre.