



Philips High School Library Policy

June 2023

Mission Statement

The mission of the Library is to promote reading for pleasure, and offer a safe space for pupils to develop a life-long love of reading and independent thinking. The Library offers a welcoming and inspiring learning environment to pupils at Philips High School, and supports and enhances teaching, learning, and literacy across the school.

Aims and Objectives

- Encourage and promote reading for pleasure and a life-long love of reading.
- Work with teaching staff across the curriculum to ensure that relevant and up-to-date resources are available.
- Support independent research by providing access to materials to pupils outside of lesson time.
- Encourage engagement with reading by creating displays and competitions relating to current events.
- Stock a wide variety of resources relevant to the needs and interests of pupils.
- Support literacy intervention work across the school.
- Offer extra-curricular clubs relating to books, reading, and writing.

Location and Opening Hours

The Library is located on the First Floor of the school, opposite F10 and M4. It is open 8am – 4pm Monday to Thursday, and 8am – 3.30pm on Friday.

If it is necessary to close the Library for any reason, the Librarian will email staff. Pupils will be informed via teachers in Form Time and assemblies, and a note will be put on the Library door.

Library Staff

The Library is staffed by the Librarian.

Facilities

The Library has a selection of desk spaces to seat 22 pupils. There are 4 desktop computers, and 15 laptops available for pupils and staff to use, and printing facilities. There are also a number of comfortable chairs for pupils to read on. There is a large, moveable screen that can be used by teachers when presenting to classes, or by staff during meetings. The Library can be booked by teaching staff for use during lesson time.

The Library houses approximately 5,500 physical books (fiction, non-fiction, reference, manga and graphic novels). Pupils and staff also have access to an eBook library with over 1500 titles available to loan.

Services

- Computers and laptops
- Bookable during lesson time
- Moveable TV screen
- Physical books, magazines, and eBooks
- Supporting the delivery of literacy interventions
- Library Web App

Loan Policy

- All pupils and staff may borrow up to three books at any time.
- Fiction and Non-fiction items can be borrowed for 3 weeks initially, and Graphic Novels and Manga can be borrowed for 2 weeks.
- If pupils wish to have the items for longer, they can be renewed as necessary. To renew items, pupils should ask the Librarian, or log in to the Library Web App and renew the items online.
- In the event that an item is lost or severely damaged, a replacement fee will be charged: £5 for paperback, £10 for hardback. Alternatively, pupils can provide a replacement copy of the item.
- The Librarian sends lists of overdue books to Form Tutors on a regular basis, and pupils receive automated overdue book emails to their student email account. When books are more than one school term overdue, texts to parents will be sent to encourage their return. Books overdue for a year will be marked as lost, and a replacement fee applied.

Code of Conduct

- The Library is a space to be used for reading, homework, revision, and research. Other activities such as board games and colouring are permitted, space allowing.
- When in the Library, pupils are required to follow school rules and policies, including the Mobile Phone Policy and Behaviour and Attitudes Policy.
- In the case of poor behaviour, the school behaviour policy is followed.
- If staff wish to book the library for a class visit, they should speak to the Librarian in person or via email before booking the Library using the room booking system.
- Pupils must have a library pass to come to the Library at break and lunch times.
- The Library has a maximum capacity of approximately 25-30 pupils at any one time.

Collection Management

- **Selection** – All new books are chosen by the Librarian, in discussion with teachers where curriculum or subject knowledge is necessary. Fiction and non-fiction are equally important. The Librarian will liaise with teaching staff and use Learning Journeys to ensure that subject areas are stocked with resources relevant to the curriculum.

The Library seeks to provide a wide variety of books that pupils will enjoy in order to encourage and develop a love for reading for pleasure. It is important that every pupil has access to books that they relate to, and can see themselves reflected in. As such, the Librarian will select books that reflect every reader, and will seek to purchase titles that are diverse and relevant to our pupils. For example, books written by BAME authors and with BAME characters, books celebrating the LGBTQ+ community, books that discuss disability and feature disabled characters, books that promote physical and mental health and wellbeing, books celebrating different religions etc. The Librarian will also purchase books based on pupil suggestions and requests, popular titles, books that have won awards, and classics.

Additionally, the Library seeks to provide books for all abilities. This includes pupils on the Thrive pathway, EAL pupils, pupils with dyslexia, SEND pupils, struggling readers, and high ability pupils. There will be stock that aims to challenge and extend the

reading skills of all pupils. This means that books which may be deemed more challenging, either in content or style, are necessary. 'Young Adult' books that are aimed at pupils in Year 9 and above will be labelled as such, however, generally it is up to pupils themselves to choose appropriate material. The Librarian will seek to read widely in order to classify material and advise on content, but this is not always possible.

- **Weeding** – Weeding will take place on an ongoing basis throughout the year, and is an essential part of the job if the Librarian, in order to keep the collection relevant. Decisions to remove books will be based on a variety of factors: date of publication, wear/condition, popularity, and the number of copies held in the Library. The School Library Association (SLA) recommends that, as a general rule, non-fiction books over 10 years old should be discarded. Geography, science and technology books should be closely examined after five years, and discarded if they have become outdated.¹
- **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 needs of the pupils. Anyone wishing to donate books to the Library is welcome to contact the Librarian before doing so, to ensure the suitability of the donations.

Annual Reports

The Librarian will produce the following reports annually.

- **Library Policy** – This document sets out the general rules and terms of the Library and how it can be of use to pupils and staff, and offers a clear mission statement and aim of the Library service. Will be reviewed yearly and updated when necessary.
- **Library Development Plan** – This document looks ahead over 3-5 years, laying out important action that needs to be taken in order to create and maintain a high-quality service to pupils and staff. It will identify potential weaknesses and how they can be managed.
- **Annual Review** – This document will provide an informal look into the achievements of the Library, documenting progress, events, competitions etc., and supplemented by reflections written at the end of each term.

Evaluation

The Librarian will reflect and evaluate the service provided by the Library, and will ask for feedback from staff, pupils and parents every school year.

In addition, pupils are asked to sign in to the Library each time they visit. This usage data will be collated and analysed termly.

¹ National Literacy Trust (2021). 'Library Lifeline part 2: Successfully managing book stock in your library.' Available at: <https://literacytrust.org.uk/blog/library-lifeline-part-2-successfully-managing-book-stock-in-your-library/> (Accessed December 2022)

Liaison with External Organisations

The Library will develop relationships with external organisations in order to provide a comprehensive service. The organisations include: Bury Public Library Service, Greater Manchester Public Library Service, local bookshops, charities such as the National Literacy Trust and BookTrust, as well as professional organisations such as the School Library Association and Chartered Institute of Library and Information Professionals. The Librarian will seek to network with other School Librarians throughout Bury, Greater Manchester, and beyond, to ensure personal and professional development and the sharing of best practice.

Library Volunteers

The Librarian runs a Pupil Librarian scheme, in which pupils apply to help in the Library during break and lunch times on a rota basis. The scheme is open to pupils in Years 8, 9 and 10. Interested pupils will apply at the end of the academic year, to begin in September. The Pupil Librarians are involved in many aspects of the day to day running of the Library, as well as assisting with events, creating displays, choosing stock, and carrying out surveys. Pupil Librarians may also have the opportunity to go on reward trips.

Links to other school policies or protocols:

- Behaviour and Promoting Positive Attitudes Policy
- E-Safety Policy
- Mobile Phone and Headphones Policy

References

National Literacy Trust (2021). 'Library Lifeline part 2: Successfully managing book stock in your library.' Available at: <https://literacytrust.org.uk/blog/library-lifeline-part-2-successfully-managing-book-stock-in-your-library/> (Accessed December 2022)