

St Bede's Catholic College



Library Procedures

Library Aims

- To be a welcoming environment for all members of our community, providing an environment conducive to studying and reading for pleasure
- To provide up to date resources to support the learning of students and staff
- To provide resources to support recreational reading for everyone, so that everyone sees themselves reflected in our stock and can learn to empathise with others
- To encourage students to develop themselves as independent learners
- To encourage Library use.

Library staff

The Librarian is responsible for the day-to-day running of the Library, and reports to the Assistant Principal. In addition, there is a Library Assistant. Other staff may provide support during busy periods.

Library Accommodation

The library seats 44 students, with an additional 16 computer places. The computer spaces are limited and so are bookable for students to do school work at lunchtime. As space is limited students in all parts of the library might be asked to leave if they are not using the space for its key purposes (see also behaviour expectations.)

Access

The library is open to everyone from 8.30 before school, at break and lunchtime, and until 4.30 (3.00 on a Friday.) If it becomes busy it may become necessary to restrict access. Sixth Formers may use it throughout the day when they do not have lessons, although at times it may be booked out for Library or other lessons. There is lift access to the library. One lunchtime a week is Year 7 only access.

Individual students may use the library during the school day by prior arrangement between the teacher and library staff. In these circumstances students should identify themselves to library staff on arrival.

Behaviour

In line with the College's behaviour policy, students in the library are expected to be studying, reading quietly or participating in activities provided by the Librarian. Students who are not might be asked to give up space to other students. Consistent failure to behave in the library may result in a temporary ban.

Stock selection

The following is taken into consideration when purchasing stock:

- The Catholic status of the college
- Items should reflect the range of ages, abilities, and interests within the College. We encourage Reading for Pleasure, but also seek to challenge and extend our users' reading, personal and interpersonal skills
- All resources should reflect the diversity of our own community and that of the world in which we all live
- Students are encouraged to make their own recommendations of what should be in the library

- Non-fiction resources should be up-to date in content. Library staff will liaise with Faculties to choose items
- To provide fiction of interest to all ages in the school it is necessary to place age restrictions on some books which have reference to sex, violence, drugs or self-harm. These are currently set at Year 8+ and Year 10+ (with the option for Year 9s to borrow these with parental consent). Some books are restricted to 6th form and staff. Library staff read as much of the stock as they can and also use external reviews and age ratings to assess suitability. Any questions about stock should be emailed to librarydesk@stbcc.org, where the Librarians will be happy to answer. The College has a formal complaints procedure which can be viewed on the College website should there be any concerns. If a book is subject to a complaint and has been assessed it will not be considered for reassessment for a period of 5 years

Stock deletion

Books will be considered for deletion under the following circumstances

Fiction

- Books that are damaged
- Books with outdated/offensive language, subject matter, or presentation
- Part of a series of which the rest are missing and irreplaceable
- Books that have multiple copies which borrowing figures no longer justify
- Books which have not been borrowed for 5 years

Non-fiction

- Books that are damaged or poorly presented
- Books with out of date content (after discussion with subject teachers)
- Books which have not been borrowed for 5 years

Borrowing and overdue items

Students can borrow up to 3 books at a time for a period of three weeks. If books are not returned, the student will be emailed to remind them to return the books and a message will also go to the form tutor. If the books are not returned in a reasonable state after 3 messages, then parents are emailed to ask them to pay a standard replacement fee of £7 per book (£14 for hardbacks) or to provide a good quality second-hand copy. Students are not allowed to borrow more books if items are outstanding on their account.

Communication with families

The Library endeavours to report in the College Newsletter each time that it is published. In addition, families might be contacted if a student will be involved in a library organised event or group, or if books have not been returned.

Privacy Policy

Conforming to professional ethical standards (CILIP, IFLA, SLA) we do not disclose student borrowing records unless there is a safeguarding concern, in which case relevant information will be passed to the safeguarding team.