



St Mary's School
CAMBRIDGE

**Learning Resource
Centre Policy
2016-2017**

1. The Aims of the School Learning Resource Centre

The LRC is committed to supporting the mission statement of the school in providing the best possible education for its pupils so that they can become principled, confident and flexible adults. The LRC exists to actively support and enhance learning and teaching within the school. It contains a wide variety of resources which aim to make learning an enjoyable experience, as well as encouraging reading for pleasure.

Mission Statement

The Library aims:

a) **To Support:**

To help pupils to develop the skills to access information efficiently and effectively, to evaluate information critically and competently, and use it accurately and creatively, encouraging them to become independent learners and compassionate human beings.

b) **To Promote:**

To encourage reading to support the curriculum and reading for pleasure; to promote the Literacy strand of the KS3 Strategy and KS4 by providing a broad range of fiction and non-fiction, both contemporary and classic; and to manage a rolling programme of new stock acquisitions which recognises the needs of both the reluctant and the voracious reader in a wide choice of genre across the school.

c) **To Respond:**

To provide a proactive and responsive service tailored to the needs of pupils, staff and curriculum areas, supporting staff by both sourcing and managing resources both in print and electronic form.

2. Management

In an increasingly chaotic information world, the Librarian as organiser, disseminator, selector, facilitator and trainer is increasingly recognised.

The LRC is managed by English teacher Diana Larman with assistance from senior and junior librarians.

Students are encouraged to take an active, personal role in the running of the library and its maintenance. There is a Tuesday period 6 enrichment group and a group of D of E volunteers. Librarians wear badges and regard their role in school as a leadership opportunity.

3. Access

The LRC is open from 07.30 to 18.00 every school day and there is informal access on Saturdays and Sundays by arrangement. Teachers can book classes in to use the LRC resources by contacting the Librarian beforehand. The LRC is available to 6th form students for independent study throughout the school day unless an event, meeting or other activity is taking place or a teacher requests sole use for a class. Any students using the Library who are not with a teacher are asked to sign in. Lower and middle school pupils must seek permission from their tutor or subject teacher to enable them to work in the LRC during lesson time.

4. Library Use

During lesson time the LRC is an area where pupils and staff should expect to find and maintain a silent working environment conducive to learning. Students are encouraged to be sensitive to the needs of others and to work quietly and independently. At lunchtime the atmosphere will be more relaxed so as to encourage recreational use of the LRC and the sharing of reading recommendations when books are being selected, however, during the examination period or if there is a strong presence of sixth form study, younger students are asked to be sensitive to their need for absolute quiet.

Pupils are asked not to bring food and drink into the LRC and to take all their personal belongings with them when they leave.

The Librarian is available before school, every lunch time and during much of the day to guide students in their selection of resources within the Library. Induction sessions are given to Year 7 and Year 12 pupils. Reading Challenges, author visits, curriculum related films and other literary activities are offered in conjunction with the English Department and regular training sessions in research skills are offered as part of the curriculum.

The school community is kept informed of LRC activities by regular emails which are sent to parents and directly to students through tutors. These include regular lunchtime and evening lectures, films, readings, spelling and Scrabble events and debating. The LRC offers a warm welcome to visiting groups from feeder schools and accommodates events for parents and local residents.

5. Accommodation

The LRC seats 75 pupils plus three soft seating areas. There is a Junior Fiction room and a Reference and Careers room for sixth formers. There are three Careers Prefects who maintain and tidy the library and help KS3 girls to find information. A wall rack displays current periodicals and worthwhile magazines including Vogue, New Scientist, Archeology, National Geographic and publications in modern foreign languages. Newspapers are available every day and there is a television which can be switched on for the early news and used as a SMART resource for curriculum use. The showing of classic and foreign language films is a key part of the Cultural Activities and Enrichment programme. Fire exits are provided via the main entrance door and the lower entrance, the route to the Fire Assembly Point being through the school and car park. Drinking water is available at all times.

6. Resources

The LRC aims to provide easy access to up-to-date, curriculum relevant material, good quality paper and electronic resources. It aims to balance material suitable to KS3, KS4 and Sixth form use.

The fiction stock will be chosen to support the recreational reading of reluctant readers, regular readers of all ages including adults, and those who might be termed gifted and talented. The Librarian keeps up-to-date with trends, series, Booker, Orange, Costa and Carnegie Prizes and user suggestions, and monitors use to sustain an active, well-used stock.

Material deemed sexist, racist, homophobic or otherwise offensive or sexually explicit will not be accommodated. However, appropriate challenging material will not be excluded but will be indicated to be recommended for sixth formers only.

The LRC will offer material outside the reader's normal experience to broaden and add depth to their knowledge and understanding. The Librarian will communicate concerns about a student's choice of reading matter or indeed, her reaction to it, through the pastoral network and if necessary, directly with parents or guardians.

Resource donations are always welcome, however, items are added to stock at the discretion of the Librarian. Book donations can also be used to supply the book swap boxes, form rooms, boarding common rooms and staff room, or are donated to charity.

Electronic resources offer very current and comprehensive coverage. They also offer an important experience of technically advancing information skills. As electronic information retrieval is increasingly the main path of information acquisition in most walks of life, and essentially in Higher Education and further professional study, these are purchased as a priority and we have twenty four laptops and twelve iPads. Resource use is monitored by the Librarian. The Librarian liaises with academic departments to source and seek the best and most appropriate information resources. Click view is available to all.

The LRC is a forum for students to display the fruits of personal research or artistic activities and there are constantly changing exhibitions.

7. IT Facilities

The LRC will support and be proactive in the development of e-learning methods throughout the whole school curriculum through the school network. The Library provides supervised use and support for networked computers and a printer for research and word-processing. The IT equipment is provided and maintained by the IT Technicians. Use of the IT equipment by pupils is regulated by the School IT Policy.

8. Monitoring and Evaluation

The LRC constantly conducts informal evaluation process. Key strands are:

1. How high are standards?
2. How well are pupils' attitudes, values and personal qualities developed?
3. How effective are teaching and learning strategies?
4. How well does the Library/Learning Resource Centre provision meet pupils' needs?
5. How well pupils are guided and supported?
6. How effectively does the Library/Learning Resource Centre work with academic staff in providing for curriculum needs?
7. How well is the Library/Learning Resource provision managed by the IT department ?

Pupils, staff and parents are always welcome to make book suggestions and comments about the resources and activities in the LRC.

Reference

Barrett, Lynn and Douglas, Jonathan (2014) *The CILIP guidelines for secondary school libraries*, Facet Publishing, London.