



Y S G O L

*Bassaleg*  
SCHOOL

## **LIBRARY POLICY**

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School Website

## **BASSALEG SCHOOL**

### **OPENING STATEMENT**

- 1.1 The school library provides essential access for pupils of all ages and abilities to information on those subjects encountered in secondary education (11-18 years), as well as stimulating interest in a wealth of extra-curricular topics.
- 1.2 As broad a range of resources as possible is offered – both the traditional stock of continually replenished books and Information Technology facilities – in an attractive environment, suitable for fostering the skills of independent learning.

## 2. AIMS OF THE LIBRARY

2.1 These are entirely consistent with the 'Educational Aims of the School' (cf. Curriculum Policy page 2, Section 3):

1. to help pupils to develop:  
lively enquiring minds;  
the ability to question and argue rationally;  
the ability to apply themselves to tasks and physical skills;
2. to help pupils to acquire knowledge and skills relevant to adult life and employment in a fast changing world;
3. to help pupils to use language and number effectively;
4. to instill respect for religious and moral values, tolerance of other races, religions and ways of life;
5. to help pupils to understand the world in which they live and the interdependence of individuals, groups and nations;
6. to help pupils to appreciate human achievements and aspirations.

Thus the principal aim of the library is to **support the curriculum** "at the heart of the school's resources for learning". (A Language for Life. The Bullock Report. HMSO 1975.)

- 2.2 To provide a **central collection of resources** (books, magazines, CD ROM, Internet etc) which can be employed by pupils, staff and governors alike.
- 2.3 To foster **independent learning** through **reading** and the appropriate use of **information** technology.
- 2.4 To encourage **recreational reading** and **intellectual enquiry**.
- 2.5 To provide **careers** information to support careers counsellors within the school and **higher education/training** information to assist the Head of Upper School and Sixth Form Tutors.

### 3. **ACCOMMODATION**

There is a commitment that the school should provide:

- 3.1 A comfortable and spacious an environment as possible in order to facilitate and enhance the pleasurable use of the library's resources.
- 3.2 An atmosphere conducive to study.
- 3.3 A system of clear labelling and notices in English and Welsh which will guide users to the books they require and give organised access to resource bases.

### 4. **STAFFING**

4.1 A full time Librarian is employed with responsibility:

- a) to liaise with Departments/Curriculum areas as a research assistant concerning the provision of resources to support the learning of pupils;
- b) to manage all the resources of the Library and encourage the use of these resources by all staff and all pupils.
- c) to maintain an appropriate working environment in the library.
- d) To act as line manager to the Library Assistant.

### 5. **STOCK**

The school is committed:

- 5.1 to supplying as varied and comprehensive stock of books and resources as is deemed necessary.
  - a) to fulfil curricular requirements;
  - b) to engender good reading habits and
  - c) to enable users to acquire essential information skills;
- 5.2 to applying stock selection and a stock development policy according to criteria agreed upon by the appropriate staff and committees; the focus of such a policy is on quality, quantity and scope;

- 5.3 to reviewing stock on a regular basis in order to remove material that is out of date, in poor condition or offensive;
- 5.4 to replenishing and increasing stock within financial guidelines in order to maintain the highest quality possible;
- 5.5 to borrowing stock from external sources (eg SLS, other schools, distributors) to supplement stock when required;
- 5.6 to viewing stock before selection and purchase. The Librarian will request publishers to display stock and invite staff to peruse the exhibited books.

## 6. **ACCESS**

- 6.1 The school is committed wherever practicable to equality of access for all students irrespective of age or ability.
- 6.2 Opening hours are to be clearly displayed in form rooms and in the Library itself.
- 6.3 The Senior Member of staff responsible for the timetable will ensure that all pupils receive library induction.

## 7. **ORGANISATION OF STOCK**

The books in the Library are classified using the Dewey Decimal system.

The school has adopted the computerised Alice package for issuing resources in both Upper and Lower School Libraries.

## 8. **INFORMATION TECHNOLOGY**

- 8.1 Aims – To enrich and extend learning by providing access to IT resources which students can use in developing their research and communication skills in support of any curriculum or extra-curricular activity.

To encourage the flexibility and openness of mind that will enable students to adjust to, and take advantage of, the ever quickening pace of technological change.

- 8.2 IT Resources – Access to IT resources is a common right of all students and members of staff. All members of the school community will be made aware of the resources which are available within the school and, wherever possible, will be able to enjoy open-access to those resources.

All workstations will normally be available for use during opening hours, including break and lunch time, and should be fully set up and switches on, ready to use, at all times.

Because of the limited resources, priority will be given to those students doing set school work.

## **9. EVALUATION AND REVIEW**

The Library Committee will meet regularly to discuss;

- 9.1 A method of monitoring the use of the Library to include book issue figures obtained from the Alice system.
- 9.2 Procedures for reviewing areas for development and planning for the future.
- 9.3 Procedures for reviewing the policy.