



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## LEARNING RESOURCE CENTRE POLICY

### The Learning Resource Centre (LRC) aims:

**To provide a lively, welcoming and well-resourced environment to support the learning and teaching within the school.**

- Resources will be chosen from a variety of sources, making full use of technology and internet access in order to supplement and enrich class provision and to meet the information needs of the curriculum.
- Curriculum-focused resources will be bought through consultation with Directors of Learning Communities and teaching staff. The emphasis will be on the provision of resources for units of work that are taught during lessons.
- Stock will be edited on the basis of the following criteria: physical condition; whether information is out of date or misleading; whether topics are still relevant to the school curriculum; whether stock is still showing evidence of value through being borrowed in the recent past. For further information see the LRC Policy on Stock Deletion. (page 5)

### Loans Procedure

- Years 7 to 11 may borrow up to two items. Years 12 and 13 may borrow up to four.
- Flexible loan arrangements, including short loan and reference, will be used to maximise the use of stock, dependent on curriculum demand. The standard loan period for items is **three weeks**. Items may be renewed if they are still required after this amount of time.
- Provision for younger students to read 13+ & 14+ titles. Parents are able to give written consent in student journals.
- Staff may borrow up to 30 items for class study. Provision can be made if more items are required. The loan period can also be negotiated.
- A procedure for recovering overdue items is in place and will be maintained thoroughly. For further information see the LRC Overdue Books Policy. (page 4)

### To assist in the process of helping students become independent learners

- Help and assistance will be provided by the Librarian to all members of the school community as and when required.
- Opportunity will be provided for all members of the school community to be trained in using the LRC facilities.
- An induction to the LRC will be given to all Year 7 students in their first term. Students will be taught how to use the LRC to develop their research and information handling skills. Training will also be given on the Dewey System and how to find items in any Library.

- The Librarian will assist in delivering research and information handling skills to other Year groups if requested.
- The Librarian will provide support for LRC based lessons. This support will be determined through discussion with the lesson teacher beforehand.
- The Librarian will advertise for, interview and appoint students to act as Library Mentors. These students will have a full training programme in order to understand their roles and responsibilities.

### **To provide a welcome, supportive and ordered environment**

- All members of the school community are welcome in the LRC.
- The LRC will be open before, during and after school to allow maximum access to resources.
- Staff will be present throughout the opening hours to provide assistance.
- The non-fiction stock will be shelved according to the Dewey Decimal System. Fiction stock will be shelved in categories, highlighting Year group suitability and differing genres.
- Shelf guiding will help students to find the information they need quickly and easily.
- A number of Sixth Form Librarians, under the guidance of the Librarian, will help with various student Library tasks.

### **Library Use**

- Teaching staff will be encouraged to book the LRC for research-based lessons and send small groups of students to carry out research during lesson times.
- During lesson time a group of up to six students may be admitted to the LRC to use computers, provided that they sign in, state the information they are looking for and the teacher who is responsible for them. At no time will groups of more than six students be admitted to use computers without prior permission of the Librarian and an accompanying member of staff.
- At all times priority will be given to students using the LRC for research-based work.
- The LRC will also be available during lesson times for KS4 students and sixth-form private study.
- The LRC is an area where students should expect to find and maintain a quiet work environment conducive to learning. Students will be encouraged to recognise the needs of others and keep to a sensible level of noise. At break and lunchtime the atmosphere will be more relaxed so as to encourage the recreational side of the LRC.
- Students and staff will be expected to work within the framework of the LRC Behaviour Policy at all times. (page 3)

### **To promote Whole School Literacy, including reading for pleasure and promotion of the LRC, so that it is used by all members of the school community.**

Certain resources will be aimed at encouraging and challenging students to extend literacy through reading for pleasure:

- High quality fiction stock will be chosen to support the recreational reading of all ages in the school, including adults;
- Non-fiction resources will be chosen to support and extend students' leisure interests and to broaden the breadth and depth of their knowledge and understanding. Directors

of Learning Communities receive an annual curriculum support form to provide the Librarian with information on topics studied and books needed to support subject areas;

- Books to support the Accelerated Reader programme will be updated throughout the year and students who are part of the programme will be able to use the LRC to complete their STAR reading tests and book reviews;
- Events, such as competitions and participation in national events, will be organised to raise interest and awareness within the school. Rewards and prizes will be given through the LRC to students;
- Tutor groups will be invited to the LRC as part of a rota so that they can exchange their reading books;
- The Librarian will organise and support Directors of Year with the 'Read to Succeed' programme by producing and distributing the booklets, signing off and stamping the booklets, and organising rewards;
- The Librarian will maintain displays to draw attention to new stock, current themes and students' work.

## **Learning Resource Behaviour Policy**

The Behaviour Management Policy of the LRC is written within the context of the following school aims:

- To enable students to achieve high standards and wider aspirations through the provision of quality teaching and learning;
- To provide a broad and balanced curriculum which enables students to develop as independent learners well prepared for their future lives;
- To provide an orderly, disciplined and supportive environment where students have the opportunity to develop self-esteem, tolerance and respect for others;
- To maintain high morale through a shared vision and opportunities for personal and professional development;
- To forge strong links and relationships between our school, parents and the wider community.

This means that the rules for the LRC are formulated and enforced within the context of equal opportunities for all students and with a recognition that rules need to be achievable by the majority of our students.

## **Learning Resource Code of Behaviour**

To make the LRC a pleasant place for all users, students are encouraged to visit the LRC to either:

- Study;
- Read;
- Borrow resources;
- Use ICT facilities.

## Expectations

Enjoy the LRC and use it sensibly and appropriately.

Follow the procedure as you do in the rest of the school.

Look after books and keep shelves tidy.

Do not eat or drink in the LRC.

Be considerate to all users – the LRC should be a calm and enjoyable atmosphere.

## Overdue Books Policy

When Library books become overdue the Librarian will, in the following order:

- Remind students via school notices overdue books need to be returned;
- Send list of student names, via e-mail, to tutors to remind students they need to return overdue items;
- Letter (1) will be sent to home address reminding parents/guardians that books should be returned after 3 weeks, followed by:
  - Letter (2) charging parents for replacement costs;
- Items which are not returned will be written off at a loss. Unless there are special circumstances, students who have not returned books will not be allowed to take further items out of the LRC.

Relating to the large number of overdue books sometimes outstanding to the school LRC, this is the most cost effective use of the Librarian's time.

## Learning Resource Centre Book Selection Policy

The following forms the basis of the resources selection policy:

- The information provided should be up-to-date;
- The information should be interpreted so as to give genuine representation to different points of view;
- The author should have relevant qualifications or experience for writing about the subject matter;
- The resource should contribute to a balanced collection providing different information and perspectives;
- For information books, there should be adequate guides to the information contained in the book by way of a contents page, chapter divisions, page headings, glossary (where appropriate) and accurate index;
- The layout should be clear and helpful in relation to the age and ability of the anticipated reader;
- The typeface should be clear and legible and of appropriate size for the anticipated reader;
- The binding and physical production of books should be good enough to withstand a reasonable amount of use;
- CD-ROMs must comply with the same criteria as other resources. There should be:
  - logical and coherent modes of access to the information they contain;
  - the ability to track a route followed;

- functions not found in paper-based resources (e.g video, animation, sound).
- The Fiction section should contain books offering a wide range of situations, issues and experience;
- It is equally important to offer material outside the readers' normal experience. Stories of fantasy and imagination should be stocked.

## Learning Resource Centre Policy on Stock Deletion

There are a number of reasons why Library stock must be managed and deleted where appropriate:

- Dated and irrelevant stock discourages students from reading and undermines the research process;
- Inaccurate or out-of-date information can mislead students;
- Some views from the past in relation to ethnicity and gender issues can be offensive;
- It is expensive in terms of staff time to maintain stock that is no longer being used.

The following guidelines will be used to determine items of stock to be deleted from the LRC collection:

**Non-fiction** material which is out of date as shown by:

- Outdated information content: e.g. geography books describing East and West Germany, law books with legislation which is no longer applicable;
- Physical condition: e.g. damaged, dirty or worn out condition;
- Not used in the last **six** years, based on date labels. (Certain items will be kept if their use can be justified.)
- Books which are no longer relevant to the school's curriculum;
- Stereotyping: e.g. sexist or racist stereotyping.

**Fiction** material which is out of date as shown by:

- Physical condition: e.g. damaged, dirty or worn out condition;
- Not used in the last **three** years. Fiction books date far more rapidly than non-fiction owing to changes in language, fashion, slang etc. Presentation is also far more important as a decision to read fiction involves free choice, while decisions to borrow non-fiction are mainly curriculum driven;
- Stereotyping: e.g. sexist or racist stereotyping.

## Guidelines for Disposal of Stock

- Some classes of stock may be given away.
- Fiction stock may be given away to charity shops or charities which export to good causes abroad, i.e. setting up a Library in the Philippines.
- Non-fiction may be donated to departments depending on the content and physical condition. The majority of stock is likely to be destroyed because it is unhelpful to give students dated resources.

Decisions on disposal of stock are at the discretion of the Librarian.