School Library Policy

St Christopher's Church of England High School

Approved by:	Governing Body
Last reviewed on:	December 2025
Next review due by:	December 2026

St Christopher's CE High School Mission Statement

St Christopher's is a Church of England Academy where pupils and staff work together, in the knowledge and love of God. We try to act out our faith in daily life, with Christ as our example.

Within our strong Christian, Anglican context, we seek to promote the spiritual, moral, cultural, intellectual and physical development of our pupils, growing together as a caring and supportive community whilst preparing them for the opportunities, responsibilities and experiences of their adult lives.

We aim to achieve our mission by providing an environment which

- recognises that each member of the school community is an individual with specific needs and strengths
- fosters mutual respect and concern for others
- values the contribution made by each member of the school community
- encourages and celebrates positive achievement
- actively supports those in need.

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A School Library in the 21st Century

- is a central resource which supports the total school curriculum and ethos, where a spirit of enquiry is encouraged to engender lifelong interests and passions.
- is an integral part of teaching and learning and other activities in the school.
- is a focus of information/learning skills development throughout the school.
- provides opportunities for the individual to read more widely and think more deeply.
- is an important resource in the school for leisure and recreational needs.
- is an essential partner in the development of lifelong learning skills.

Source: Tilke, Anthony. (ed.), Library Association guidelines for secondary school libraries, London, 1998

This document reflects the existing aims, objectives and ethos of St Christopher's CE High School. The Library* should continue to extend the opportunities available to staff and pupils in respect of their learning and recreational needs. It should also be in a position to support departments in raising standards through the provision of resources.

*When referring to the Library this means the main school Library.

Special thanks to ▮▮▮▮▮▮▮ from the Lancashire Librarian's Network for providing her Library policy framework.

Aims and objectives

It should be noted that, as appropriate, the aims and objectives of the Library relate directly to those of the school and to the requirements of the curriculum.

Aims:

The Library in liaison with subject teachers works towards achieving the following aims:

1. To provide a challenging, yet supportive environment to stimulate, maintain and develop:
   - a lively enquiring mind.
   - a curiosity, interest and enjoyment in reading.
2. To encourage all pupils to reach their true potential and eventually become independent learners.
3. To enable pupils to be information literate.

   Information Literacy: "Information literacy is the ability to think critically and make balanced judgements about any information we find and use. It empowers us as citizens to develop informed views and to engage fully with society." From CILIP (Chartered Institute of Library and Information Professionals). To this end the Librarian will ensure resources are accessible to all pupils by providing education in research skills.
4. To support teaching methods and to provide sufficient and carefully selected stock that allows all to have equal access to a wider body of knowledge and skills. The stock also includes resources that contribute towards the pupils' spiritual, moral, social and cultural development.
5. To promote the development of a range of desirable personal qualities such as politeness, perseverance, initiative and independence.

Objectives:

These objectives relate directly to the aims of the Library at St. Christopher's CE High School and are intended to show how the aims are actually put into practice.

1. The Library is here to support teaching staff and to this end provides a variety of experiences/activities during study periods, i.e. use of the Library as a classroom. The Library timetable helps us to achieve this aim.

2. Year 7 and year 8 pupils have one English lesson per fortnight timetabled in the Library. As well as following a course in Library and study skills, they are given the opportunity to browse the shelves, discuss books and read privately. As part of the Accelerated Reader reading scheme, the Librarian administers Star Tests termly to selected classes in Years 7 to 9. These tests provide us with a pupil's reading level and enable us to select books for the pupils to help them make progress with their reading skills. Pupils in other year groups spend occasional lesson in the Library at the discretion of their teachers, and small numbers of pupils may visit the Library during the private reading time at the start of English lessons, to enable them to change their books.

3. The Library is well stocked with books (fiction and non-fiction). The books are systematically arranged working clockwise from the Library issue desk. The first shelves hold reference volumes arranged in Dewey Decimal order, followed by the non-fiction which may be borrowed, also in Dewey Decimal order. The fiction shelves are arranged in alphabetical order according to the author's surname. There are separate shelves displaying 'Easy Readers' and 'Senior Selection' fiction. There are also temporary displays featuring particular authors, genres or topics which are changed regularly. The library has 16 computers with Internet access.

4. Our resources are differentiated. We cater for pupils with a variety of reading ages and Special Educational Needs.

5. Library sessions are conducted in a secure, supportive and disciplined manner. The pupils and the staff interact in a manner that demonstrates mutual respect. The Library Code of Conduct is well known and publicised (see appendix). Adult supervision of the Library at all times when it is open is necessary for this atmosphere to be maintained.

Access

During lesson time the Library is available for class or individual use. Teachers should check with the Librarian for available time. There is a timetable in the Library for quick reference but it should also be available on SIMS. If pupils are sent to the Library for research/quiet study they should be accompanied by a signed note from the teacher. Pupils without signed permission or who misbehave will be sent back to class.

The Library is open before school from 8.15am to 8.45am, at break time from 11.10am to 11.30am and at lunch time 13.30pm to 14.10pm for pupils and staff to access the resources.

The Library is also open after school on Thursdays from 3.15pm to 4.30pm for pupils wishing to use it for homework/study purposes. Homework help is also available in the library on Monday to Thursday from 3.15pm to 4.15pm and 2.15pm to 3.15pm on a Friday. This is administered by Teaching Assistants not the School Librarian.

At all times pupils must adhere to the displayed Library code of conduct. (see appendix)

Accommodation

The Library is available for class or individual use when not being used as a classroom. There are tables providing seating for 51. In order to preserve the ethos of the Library it is important that is not used as a detention area for unruly or unsupervised pupils.

Before school / Break time / Lunch time

The Library has tables providing seating for pupils at lunchtime. There is also extra seating available for pupils to sit and read. There are 16 computer work stations in the Library which means the Librarian (along with another member of staff at lunch times) may have to supervise a maximum of 130 pupils.

In order to meet the demand for space it is important that pupils respect the Library code of conduct (see appendix).

Borrowing

The school library uses the Libresoft Library Management system. Pupils are given a barcode at the start of the academic year which they place in their planners. Pupils and staff are allowed to borrow two books for a period of two weeks. Additional borrowing may be available at the Librarian's discretion. All books should be issued from the Library desk and stamped with the appropriate return date. No books should be borrowed without first being issued by the Librarian or a pupil Librarian.

Staff may borrow additional books for class project work provided they are issued correctly. Topic boxes can be provided for short-term use in classrooms on arrangement with the Librarian.

If pupils have any overdue books, reminders are placed in the form teacher's pigeonholes in the staff room.

Reminders are issued fortnightly. If books remain outstanding for a substantial period of time, a compensation bill may be issued to the parent via Synergy on the assumption they have lost the books. If no compensation payment is received or the books returned, pupils are prevented from borrowing further items from the school Library.

Careers

There is careers information contained within the Library. There are copies of prospectus for universities available for consultation within the Library. College prospectus are also available to take away as the Library stocks multiple copies.

There are books available to borrow on types of employment and job opportunities.

The Library has a list of careers websites for pupils to refer to.

Code of Behaviour

The Library is an area where pupils and staff can research, study and read quietly. Pupils are expected to behave in a manner appropriate to the activities in the Library. There will be no eating, drinking or chewing of gum. The Library is not a substitute for a common room. Noise should be kept to a minimum and pupils who cannot adhere to the code will be asked to leave. Serious or persistent infringements will result in pupils being excluded from the Library for a period of time.

The Library Code of Conduct is displayed in the Library (see appendix).

Collection development

Stock selection and maintenance are essential for the delivery of an efficient and effective Library service, for the whole school community and are the responsibility of the Librarian in consultation with other members of staff.

The Library should aim to meet the recommended levels of provision of thirteen items per pupil. It is recommended that 10% of stock be replaced per annum.

Selection

Stock should:

- be relevant to current curriculum needs.
- provide access to fiction material to promote reading.
- maintain a balance between information resources and reading for pleasure.
- include a wide range of material to support differentiation.
- reflect culture of pupils, and avoid bias, sexism and racism.
- include books, magazines, newspapers and the Internet.
- represent value for money, therefore it may be more appropriate to purchase soft back editions of expensive books.

Weeding

- Stock, which is in poor physical condition, should be withdrawn.
- Official guidelines (CILIP) recommend replacing non-fiction stock published over ten years ago to ensure up to date information.
- Stock should be appropriate to the current curriculum and to the needs and abilities of the users.
- The Librarian, based on the needs of the users, will determine duplication.

Donations

- should be only accepted based on the above selection procedures.

Copyright

The Library will follow the statutory guidelines when faced with requests for photocopying from staff and pupils. Guidelines are as follows (Copyright Licensing Agency).

- No copying may exceed 5% of the published volume or issue or, if greater:
- One complete chapter from a book
- Or one article from a journal or periodical
- Or a short story or poem not exceeding 10 pages in length

The procedure for adhering to electronic copyright will be observed.

Environment

The Library will provide a pleasant and suitable environment for pupils and staff in which to work and read. The floor is carpeted and blinds fitted to allow the use of an overhead projection screen. There are sufficient power points for audio visual aids and networking points for 16 computers. Signage and guiding is provided. The room is enhanced with plants and relevant Library related displays. Shelving is of a suitable height and offers face-on shelving to display books. Tables and chairs are of a suitable height.

Equal opportunities - Differentiation

The Library contributes to differentiation, i.e. planned intervention with the intention of maximizing the achievements of pupils based on their differing individual needs, in the following three ways:

1. Resources should:

a. **have an appropriate readability level.**
Books are checked for reading age and the sentence length and the number of syllables in particular words is considered. The Librarian aims to use familiar language in discussion with pupils and find everyday examples in books.

b. **be easy to understand.**
Library workbooks are word-processed. Instructions are clear and easy to understand.

c. **be well designed.**
We provide pupils with attractive books, magazines and Internet resources.

d. **be in many different forms.**
Books, journals, newspapers and the Internet are available for use by pupils.

e. **be connected to schemes of work, set by teaching staff that identify available resources.**
The Librarian will liaise with teaching staff to ensure that sufficient Library resources will be available for pupils to research their projects.

f. **be kept in well-managed storage/retrieval systems.**
Our resources are well managed and arranged. All books are key worded and retrievable via our computerized catalogue.

g. **prepare pupils for the methods of study that they will be expected to use.**
We teach pupils in Years 7 and 8 as to what methods of study they will be expected to use. This includes research, revision and study skills.

2. Support should:

a. **be provided for teaching staff.**
The Librarian can support teaching staff with help preparing lessons by providing material and recommending Internet resources.

b. **help pupils with special educational needs.**
The Librarian will assist teaching staff with advice on resources for pupils with literacy problems. Star Tests are administered termly by the Librarian to pupils from selected classes in Years 7to 9. These tests provide us with a pupil's reading level and enable us to select books for the pupils to help them make progress with their reading skills.

c. **be available for Departments by helping to teach co-operatively.**
Time is available on the Library timetable for classes, groups and individuals to be taught, together with their teacher, in the Library. This helps develop reading and research skills.

3. Group structure can support differentiation if:

    a. **we help teach pupils in small groups.**
    The Librarian can assist teachers by encouraging groups to work in the Library. The Librarian can monitor pupils and help can be given to pupils with literacy problems, or more general difficulties with their research.

    b. **we allow individual work.**
    Individuals work in the Library in the following ways:
- private study;
- recreational reading;
- computer research.

    c. **we are flexible when responding to individual's needs.**
    The Librarian ensures that there are sufficient resources to help all pupils and teachers with their information searches.

Finance

1. Income

- Capitation is allocated near the start of the academic year.
- Each year the Librarian will formulate the Development Plan. Within this plan will be details of equipment, resources and training needs.
- The Library sometimes raises funds at special events, e.g. book sales. These funds will be credited to the Library account unless the book sales are for charitable purposes.

2. Expenditure

The purchase of books, equipment and materials for use in the Library, is (normally) financed from the income described above. From these sources are purchased (virtually) all of the consumable and non-consumable items, that the Library needs in order to properly deliver the supported curriculum as outlined in the Library development plan. Included will be books, newspapers, magazines, items of equipment and stationery, but not expensive items such as computers and Library furnishings, which require 'special purchase' orders. Funds have been made available from other departments in order to purchase books and magazines for the Library.

Departmental Heads should liaise with the Librarian for books they would like to recommend to the Library. They should detail the author, the title, the publisher and the date of publication, the ISBN if known and the cost.

The Librarian in consultation with pupils and teachers orders fiction books for the Library. Fiction books are also bought at book sales and in second-hand bookshops.

It is the responsibility of the Librarian to ensure sufficient books, newspapers and magazines are purchased to ensure that the Library stock is always adequate for all pupils, of all ability levels, in the School.

It may be possible on those occasions when it is not feasible or not sensible to complete formal requisitions, (as in cases of considerable urgency or dire need, and/or when the amount of money involved is relatively small), to purchase sundry items from 'petty cash'. On submitting the receipt, in person, to the Business Manager's Office, the Librarian will be reimbursed, and the transaction recorded in the Library's budget.

The Library's expenditure will follow the agreed capitation bid in line with the Library development plan.

It is the responsibility of the Librarian to monitor the state of the Library's finances by reference to the accounts published by the Finance Manager.

Induction

The Librarian delivers library induction sessions to year 7 pupils during the first Autumn half-term.

Induction for new members of staff is available on request.

Information literacy

Pupils in Years 7 and 8 are taught research and information literacy skills as part of their Library lessons. They are shown various methods of retrieving information and study skills including:

- Navigating the library. Finding fiction and non-fiction books.
- Using reference books (encyclopedias, dictionaries, thesauri and atlases).
- Searching the World Wide Web.
- Research.
- Note-taking.
- Study skills (including mind maps).

Pupils are encouraged to use bibliographies in coursework and are informed about the concept of plagiarism in Year 8.

Maintenance

The maintenance of the books will be the responsibility of the Librarian.

Day to day cleaning of shelves will be the responsibility of the school cleaners.

School cleaners carry out other cleaning.

The maintenance of the computers, printers etc. is the responsibility of I.T. support.

The maintenance of the furniture, fixtures and fittings is the responsibility of the site supervisors.

Monitoring and evaluation

The use of the Library will be evaluated in several ways:

- By monitoring pupil numbers using the Library - recording separate figures for year/gender split.
- Using statistical information to provide evidence on:
    - books borrowed - count, genre, fiction/non-fiction.
    - borrower's information - gender, age etc.
- By monitoring pupils' behaviour.
- By conducting library user surveys on a regular basis in order to evaluate and improve the service.

In all instances the Librarian will seek to increase the numbers of pupils using the Library, will actively encourage more borrowing and seek to instill a love of reading.

Pupil Librarians

Pupils have the opportunity to apply to become pupil Librarians in Years 7 - 10. Pupil Librarians follow an induction and training scheme and can be awarded Synergy credits for outstanding service.

There is an opportunity for one pupil to become Senior Librarian once they are in Year 10 if there are any suitable candidates.

A pupil Librarian's duty includes issuing and discharging books, shelving returned books and answering pupil's enquiries.

Printing

The 16 computers in the Library are configured to a printer.

Role of the Librarian

To work proactively with teaching staff to provide facilities to support curriculum and learning needs.

This should be done by:

- Selection and maintenance of stock
- Supervision of pupils
- Induction of new staff
- Induction of new pupils
- Induction of year 7
- Signing, guiding
- Display
- Liaison with HoDs, SMT
- Training of pupil Librarians
- Production of statistics/reports

The Librarian will also:

- Lead the development and promotion of the Library
- Be responsible for the strategic day to day management of the Library
- Support the curriculum in order to enhance the quality of learning for all pupils
- Enhance good literacy practice throughout the school and promote wider and sustained reading.

The Librarian will report to the Head of the English Department/department second.

Staffing

Staffing

The dedicated school Librarian is in charge of the Library, responsible to the Head of the English department/department second. Pupil Librarians are also used to staff the library at break and lunch times.

Access to Library

Staffing of the Library should be sufficient to enable adequate pupil/teacher access to the Library and the Librarian should always try to be available to answer requests. Access should be available for teachers to bring whole classes or small groups to work on projects in the Library when it is not being used as a classroom.

Control in the Library

The Librarian should try to maintain a calm atmosphere in the Library which should be conducive to quiet and effective study. A set of rules is available as the Library Code of Conduct (see appendix).

Any pupils not respecting others' right to work or read without distraction should be disciplined according to the School/Library policy.

Training of Library staff

The Librarian should attend regular training courses both inside and outside the School, supported through the school's CPD program. This is necessary if the staff are to keep up to date, particularly with the use of ICT in the School Library. The Librarian using a planned programme of activities will train pupil Librarians.

Shelving and storage

- Non-fiction books are shelved according to the Dewey classification system. This is to ensure that pupils have familiarity with the system and the skills needed to use the classification system of most libraries.

- Fiction is shelved alphabetically by author's surname.

- Oversize non-fiction books are kept on separate shelves.

- New books when possible are featured before being shelved.

- There is a section with fiction books containing fewer than 100 pages (easy/quick reads). Accelerated Reader quick reads and Accelerated Reader non-fiction are shelved separately.

- The Library receives a selection of appropriate newspapers and magazines. These are stored on a table by the library entrance.

Stocktaking / Stock management

Stocktaking should take place every two years when the Library may have to close for a period of time.

It will also identify books which are missing from the Library shelves and enable the Librarian to streamline the library catalogue.

At least once a year the Librarian will weed the fiction stock, removing damaged books, older editions of books or those which are never borrowed.

At least every 3 years the Librarian will weed the non-fiction stock, removing damaged books, older editions of books or those which are never borrowed while still taking into account curriculum needs.

Timetable

All subjects may book the Library for class use by consulting the Librarian or booking on Synergy. A timetable of Library use is available to look at in the library and is on Synergy.

Individuals may use the Library for research providing it is not being used (or permission has been granted by the class teacher present) and a member of staff has provided a note.

Appendix

Library Code of Conduct

- Food and drink should not be consumed in the library.

- Please help keep the library tidy - you can do this by putting books back where you got them from or in the returns box on the library counter.

- Computers may be used for study, but are not provided for playing games.

- Help save paper by checking with the Librarian before printing

- Ensure that any books you wish to take from the library are properly issued at the library counter.

- Please help keep the library as a place for reading and quiet study. Any pupil not using the library for its intended purpose will be asked to leave. Persistent offenders may be excluded from using the library for a period of time.

That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither- whatever they do prospers.

Psalm 1:3