



Sidcot  
Live Adventurously

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**Policy Name: Sidcot Library Policy**

**Policy Number: 6.7**

**Date: 1<sup>st</sup> September 2024**

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## **1. Introduction**

1.1 The libraries at Sidcot School support independent and teacher led learning, for all pupils across a rich variety of media. The library actively promotes reading for pleasure through a wide range of material and enrichment activities.

1.2 This policy is written by the Librarian.

## **2. Scope**

2.1 This policy sets out the aims and responsibilities of the library and its staff for the whole school community.

2.2 Hard copies are available free of charge and in large print if required.

## **3. Aims**

- To support the curriculum for all year groups by stocking relevant and up-to-date material across a variety of formats.
- Support the development of pupils' study and research skills from J3 upwards, and to raise awareness of issues such as plagiarism.
- To work with teaching staff to provide opportunities for students to use the library within the curriculum, and to embed the library as an integral part of teaching and learning.
- Support pupils' independent learning by providing access to the libraries and their resources outside of lesson time for all pupils (Pre-school to Upper Sixth).
- Promote reading for pleasure through engaging lessons, author visits, events and displays.
- Stock resources to support each student's personal interests, tastes and needs, including information on mental health, personal concerns and careers.
- To work with IT staff, faculties and departments to develop digital resources to support research, recreational activities and independent study.
- To provide a welcoming and attractive environment that encourages the use of library facilities.
- To develop the Sidcot Collection, which promotes Quaker values and the school's Quaker heritage.

## **4. The Management of Sidcot School Libraries**

4.1 The Librarian manages all three library areas: the Trevelyan Centre Library, the Old Library and the Junior School Library. The Librarian is responsible for the strategic planning as well as the day-to-day management. The Library is a separate department, recognising the multi-curricular role of the library and its impact on literacy, information literacy and personal development.

4.2 The library team consists of a professionally qualified librarian and three library assistants. Every weekday the Trevelyan Library is supervised by the Librarian and/or one of the Library Assistants from 8.30 am – 6.00pm, and on Saturdays from 10-12.30pm. Outside of these times the Trevelyan Library is staffed by the Teacher on Duty or an intern.

- 4.3 The Junior School Library is supervised by either the Librarian or a Library Assistant for one 30-minute open access slot every weekday and one lunchtime during term time. The Junior School Library is also staffed by a member of the library team for whole class use by prior arrangement with the librarian.
- 4.4 The Old Library can be used as a bookable space by staff via the Outlook system. Resources kept in the Old Library can be borrowed with prior agreement from the Librarian.
- 4.5 Student Librarians, students working for the Duke of Edinburgh award scheme and parent volunteers may also help in the library. The library team members are reflective practitioners in their school roles. They demonstrate and model their commitment to reading for pleasure and life-long learning.

## **5. Library Services**

- A bookable space for lessons
  - 5 bookable computers
  - Topic boxes for lessons
  - Weekly story time sessions for Preschool-J2
  - Weekly reading/information literacy lessons for J3 to J6.
  - Fortnightly reading/research skills lessons for Third and Fourth Form students.
  - Reader advisory service
  - Publication of suggested reading lists
  - A stationery shop for senior school students
  - A stationery service for Senior School teaching staff providing stationery, exercise books, planners/diaries and wall charts
  - Support with research, research skills, citation and the creation of bibliographies IB extended essays and EPQ students.
- 5.1 In addition, the Librarian works closely with the EPQ Centre Co-ordinator to plan and deliver EPQ taught skills lessons. The Librarian also acts as an EPQ supervisor, with support from one Library Assistant.

## **6. Loan Policy**

- 6.1 Items are issued to students for three weeks. They may be renewed if they have not been requested by another borrower. Topic boxes are issued to staff for either one or half a term and may also be renewed unless requested by another borrower.
- 6.2 Borrowers will be reminded about overdue library items, usually by library staff in library lessons or their tutor. Microsoft teams and email may also be used to contact borrowers. Items which are not returned will be added to the bill at the end of the following term, e.g. items borrowed from September-December and not returned will be added to the bill at the end of the Spring term. However, leavers may be billed at the end of their time at Sidcot and pupils with popular, rare or valuable items may be billed sooner, e.g. the end of the term in which it was borrowed. In all cases the pupil will have had several reminders before items are added to their bill.

### 6.3 Loans for Junior School Students

- 6.3.1 Junior School students may borrow two items at one time, usually one item from the Junior School library and one from the Trevelyan Library. A third item may be borrowed at the discretion of the Librarian.

### 6.4 Loans for Senior School Students

- 6.4.1 Students in the Third and Fourth Forms may borrow three library items at a time. Students in Fifth and Sixth Form may borrow five items at a time. This is in addition to any textbooks that may have been issued via the library.

### 6.5 Loans from the Old Library

- 6.5.1 The collection held in the Old Library consists of matters directly related to Sidcot School and its wider interests. Many of the items are irreplaceable, and some due to their age are also extremely fragile. Loan requests are considered on a case-by-case basis by the Librarian. Some items may be used for reference only in the Old Library but others are available for loan. Loan requests should be made to the Librarian in person, by email, by Microsoft Teams or by phone.

## 7. Code of Conduct

- 7.1 When using the library, the pupils are required to abide by the library rules, the school's Code of Conduct, the ICT Acceptable Use policy and all other school codes. The library rules are clearly displayed on every entrance to the Trevelyan Library.

- The Library is a quiet working environment.
- Wherever possible staff should email library staff in advance of sending their students during lesson time. If this is not possible, students should bring a note giving permission.

- 7.2 In the case of poor behaviour, the following sanctions will be followed:

- Verbal warning
- Movement of student(s) to another part of the room
- Separation of groups
- Request to leave the library
- Use of school sanctions e.g. P1
- Detention with agreement of tutor/Head of Year.

- 7.3 Ongoing inappropriate behaviour may result in a ban from the library for a period of time, in consultation with the Head of Year. Where possible a restorative justice meeting will take place before the student is readmitted to the library.

## 8. Collection Management

### 8.1 Stock selection

- 8.1.1 New items for the Trevelyan and Junior School libraries are chosen by the library staff in discussion with teaching staff to ensure curriculum

needs are met. The library team aims to supply books that students will enjoy. Library staff actively seek out fiction that will challenge and extend student's reading skills. The library also seeks to provide books that promote the school's values as expressed on Sidcot's Learning Wheel, and to introduce students to new experiences. Items including stronger themes may be given a content warning on the library management system and on the date label of the item. The content warnings are advisory only and it is up to the pupil to select appropriate material. On occasion parental agreement may be necessary. The library team read widely to gauge material and items with strong themes are made a priority, however it is not possible for library staff to read everything before it is added to stock.

- 8.2 The items held in the Old Library are linked to the history of Sidcot and its wider interests. Items are added to this collection if they are linked to Old Scholars or staff. Items donated to the school that reflect the school's values and its Quaker heritage may also be added to this collection. Items from the Trevelyan Library that no longer fit curriculum needs but represent or are connected to the school's values may be relocated to this collection.

### 8.3 Weeding

- 8.3.1 The open-access materials held in the Trevelyan and Junior School libraries should be reliable, current and in a good state of repair. In line with School Library Association guidelines, 10% of the stock will be replaced each year. Weeding will take place in both libraries throughout the year. Decisions will be based on a number of factors including publication date, condition, curriculum relevance, popularity and the number of copies held.

## 9. Reporting

- 9.1 The Library staff produce an annual review. This will include information on library developments, events, competitions and achievements. This will be forwarded to the Deputy Head (Academic) and the Assistant Head (Teaching and Learning).
- 9.2 The Library Development Plan looks ahead over three years and lays out important action for the library to maintain and improve its high-quality service. It will identify weaknesses and how they can be addressed. It will link into the school's management plan.
- 9.3 The Library Policy and Library Handbook will be updated in line with the current compliance policy.

## 10. Professional Guidelines

- 10.1 Sidcot School is a member of the national School Library Association (SLA) and the local West of England Branch. The library staff follow its guidelines and recommendations wherever possible. The current Librarian has chartered status and is a member of the Chartered Institute of Library and Information Professionals (CILIP). This policy follows advice provided by the SLA and CILIP.

## 11. Document Change History

Date of change	Detail significant changes and any new legislation / guidance taken into account
01.06.18	Policy rewritten
01.07.20	Policy reviewed using new guidance from the Schools Library Association
01.08.23	Policy reviewed
03.07.24	Policy reviewed