



Library Policy

2011-12

This policy applies to Early Years Foundation Stage, Junior School and Senior School.

The library's overall aim is to develop to the full an effective resource for learning which keeps up to date with current good practice.

1. The library provides pupils with:
 - A range of fiction which will encourage a love of reading and good reading habits;
 - A range of reference books and other media which will broaden and deepen their interest in, access to and understanding of the world around them;
 - An environment in which they can develop the skills needed to make maximum use of the facilities available.
2. The library's material is stored in:
 - The Jessop Memorial Library in the Senior School
 - The Careers Room in the Senior School
 - The Junior School library
 - Subject and class libraries housed in the various subject rooms and form rooms throughout the school
3. The library aims to open at all times when the school is open. Two Library Assistants are present during lunch breaks to assist pupils. In the Junior School teachers are always on hand to assist the pupils. Class Libraries and Subject Libraries are used at the teacher's discretion.
4.
 - a) Details of the contents of the Jessop Library are stored on Microlibrarian cataloguing software. Borrowings are electronically recorded on the Microlib system – so borrowing may only occur at lunchtime when a trained librarian is present.
 - b) The contents of both the Junior and Senior School libraries are recorded on the computer database.
5. Stock is constantly monitored. Material is replaced, upgraded and expanded as necessary, as funds allow.
6. Professional advice is sought from time to time as the need arises.

*Revised July 2008
Unchanged July 2010*