



**CRESTWOOD**  
COMMUNITY SCHOOL

## **Library Policy**

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# Crestwood Community School - Library Policy

## **Mission Statement**

A successful Library will have provision for facilitating and supporting the teaching and learning across the curriculum. It enables students and staff to undertake successful independent research and learning and encourage and develop personal enjoyment and interest in reading, currently a key focus for OFSTED.

The Library underpins the School's philosophy of promoting lifelong learning. It provides a comprehensive collection of educational and recreational materials for a range of abilities, to support the learning needs of all users and to encourage growth in knowledge through their use. The Library will assist students to become confident, responsible and independent learners and prepare enterprising learners for the future.

## **Document Purpose**

This document sets out guidelines for the development and integration of the Library into everyday life of Crestwood Community School.

## **Aims and Objectives**

1. To support the aims of the School and play an integral part in all areas of the curriculum by providing the relevant resources.
2. To encourage all students to read fiction and non-fiction for both enjoyment and research.
3. To facilitate student and staff use of ICT, including E-resources and the Internet, as resources for independent learning.
4. To respond to the changing needs in education by introducing new resources and to introduce new technologies.
5. To support the development of staff in their professional capacity by providing inductions and support.
6. To teach staff and students information literacy and critical thinking skills through the provision of well-sourced, accurate and reliable information and the on-hand expertise in media literacy of the Library Managers.

## **Implementations**

### **School Organisation**

In order for the aims and objectives to be met, the Library Managers will work with SLT, their Line Manager and all staff to organise and maintain the resources.

### **Catalogue System**

- Non-fiction books will be arranged according to the Dewey Decimal Classification System.
- Fiction books are arranged into 10 genre categories within which they are organised in alphabetical order of Author's surname, genres listed below:
  - Action
  - Adventure
  - Biography
  - Crime & Mystery
  - Graphic Novels
  - History
  - Horror
  - Romance
  - Sci-fi & Fantasy
  - Slice of Life
- There are also separate sections for Teen+, Careers and Quick Reads. Teen+ and Careers are arranged by Author's Surname; Quick Reads by Genre and then Author Surname.

### **Book Borrowing**

- Resources are borrowed using the Eclipse Web-Based Library Management System.
- Resources can be returned, borrowed or renewed by speaking to the Library Manager and/or Student Librarian(s).
- The standard length of a loan is 3 weeks.
- Both students and staff are able to loan items out.

### **The Library - Meeting the Needs of the Curriculum**

- To take an active and on-going part in curriculum development within the School by liaising with Achievement Leaders about future topics.
- To provide a relevant comprehensive and up-to-date stock that is responsive to curriculum, recreational and research needs which comply with HMI guidelines of 13 items per student, with a 60:40 split between fiction and non-fiction.
- To provide students and staff with the opportunity to borrow materials for use in class and at home. Students can borrow three items for three weeks with

the choice to renew when it is due back. Staff can borrow an unlimited number of resources for up to six weeks.

- To provide access to a catalogue of stock for staff and students. The Libraries are open daily between 8.00am and 4.00pm (3.30pm on Fridays). The Libraries are available after school for homework, research and private reading, as well as running extracurricular activities such as Chess Club on certain days. This is all supported by the Library staff.

### **Fostering Readers for Life - Provision of Fiction**

- During the first two weeks of the Autumn Term, the Library staff will provide a Year 7 Induction; students arriving throughout the year will receive Induction during their first half term at Crestwood.
- The Library supports the Accelerated Reader Scheme. This is also supported by the English department.
- The Library supports the DEAR (Drop Everything and Read) program, where students in years 7,8 and 9 are given the opportunity to read daily at set times for a 20 minute period.
- The school timetables fortnightly Library lessons for students in years 7, 8 and 9, where the students have a chance during their English lesson to come to the Library and read quietly and/or swap their DEAR/personal reading books.
- As of September the Library will be supporting Key Stage 4 readers by offering a Mobile Library Service focusing on our 'Mature' materials.
- The Library offers a Genre Bingo Card for all readers, where they are awarded ClassCharts points for reading books of a certain genre and a prize should they complete the card by reading a book of every genre within the Library, including non-fiction.
- The Library encourages the able, gifted and talented as well as those less able readers by ensuring a wide range of fiction and non-fiction books are available for students of all levels of ability from Quick Reads to Dickensian tomes.

### **Support Services**

- To work closely with the School Library Service for advice and exchanging resources.
- To continue our learning about Library & Information services via our apprenticeships and other training, implementing lessons learned.
- To liaise with local Library and Information Service providers, such as the Eastleigh Library, to share best practice and work collaboratively on different projects.

## **Collection Management Policy**

- HMI suggests that Library books should only have a shelf life of ten years from publication. Stock is checked, updated and replaced regularly by the Library Managers by carrying out a stock audit every year. This will highlight any topics or subjects which will need to be added, removed or replaced.
- Fiction books will be checked for relevance, popularity and condition and replaced or retired as necessary; this process is ongoing throughout the year.
- All new titles will be covered and labelled in order to prolong their shelf life, as well as to make them easier to locate when shelved.
- Shelves will be kept in good order, checked against a Tidy Map, so as items are in the correct place and can easily be located by Library users.
- Returned items will be re-shelved as quickly as possible. Items to be shelved on return to the Library will be immediately placed on the Returns Trolley/Shelf.
- Budget provision is available for new stock and additional stock is rented from the School Library Service.

## **Acquisitions Policy**

- The Library Managers will use their additional budget this year to replenish the stock lost due to 10 years of shrinkage, bringing us back up to the HMI standard of 13 items per student.
- The Libraries will be purged of all tired or outdated materials to make room for fresh, more appealing, stock.
- The Library Managers shall always be budget conscious in acquiring our new titles, looking for bargains where we can.
- The Library Managers will work alongside the curriculum to ensure that new non-fiction titles meet the requirements of the School's teaching.
- The Libraries will support the English Faculty's wider reading selection by ensuring that both sites have at least one copy each of every title on these reading lists.
- The Libraries will expand their 'mature' reading selection (Teen+) in order to attract readers from Key Stage 4, ensuring they continue reading for pleasure past Key Stage 3's DEAR program.
- The Libraries will continue to welcome relevant donations from Staff, Students, Parents & Governors.
- From academic year 2023-24, the Library Managers will introduce a program where leavers will be given the opportunity to donate needed titles, taken from a list provided by the Library Managers, where such titles will be dedicated to the alumni responsible for the donation. This will be offered as an alternative way of thanking staff for supporting their child through Crestwood.

## Promotion of the Library

- In September each year, Year 7 students will have an induction to the Library and Accelerated Reader, where the reading scheme and the fundamentals of how the Library is organised will be explained to them.
- From September 2023, a Library induction will be offered to all year groups at the beginning of the year, to remind students of the service the Libraries offer and what our behaviour expectations for the space are.
- From September 2023, the Library will be offering a mobile library service for years 10 & 11 where the Library Managers will visit English lessons with a selection of relevant reading material for them to borrow, with the aim of extending and continuing the love of reading offered through Key Stage 3's DEAR program into Key Stage 4.
- The Library Managers will use every opportunity to highlight what is on offer within the Library, not just books, but also games, puzzles and ICT, such as our Chromebooks and SORA preloaded iPads. The Library will be promoted as a 'safe space' for students who might feel intimidated by the school's larger social areas such as the Crescent.
- From September 2023, we will be looking into reintroducing Student Librarians. They will be taught how to shelve resources and issue and return items. After four weeks, new librarians will be given a 'Librarian' badge, providing their attendance and punctuality is dependable.
- To provide a welcoming and comfortable environment for all users with attractive displays and suitable areas for working in.
- To raise the profile of the Library to students and staff through book weeks, book fairs, a newsletter, staff briefings and bulletins and, should the budget allow, Author visits.
- We will continue to work with the School Library Service, supporting events such as the Hampshire Book Awards.
- The Libraries will run different themes throughout the year, with relevant displays and activities linked to these themes.
- World Book Day and National Children's Book Week will be celebrated with book fairs and competitions. Staff, students, parents and governors will be asked to contribute by doing things such as reading their favourite books or talking about reading to students.
- In the Summer Term 2024, in collaboration with the English Faculty, the Library Managers would like to introduce a Crestwood Literary Festival to be held on site and to include book fairs, writers' workshops and readings. Should this prove successful the aim would be to make this an annual event.

## **The Library as a Resource**

- All new staff are invited to receive an induction session to learn what the Library has to offer them.
- The Libraries offer multimedia resources including an IT area with Internet and e-resources.
  - Cherbourg: A full suite of desktop computers is available for learning and homework.
  - Shakespeare: Chromebooks are available to students for learning and homework, as well as iPads pre-loaded with the SORA app. An IT suite is available next door to the main Library.
- To enable students and staff to learn how to use the facilities available for their own learning and requirements.
- To provide resources suitable for SEN students and staff, with a range of different reading abilities.
- Subject/Topic Book Boxes can be provided for teachers on request.
- Staff may book the Library for research or computer related work (currently Cherbourg site only for computer work)

## **Evaluation of the Role of the Library**

- The LRC will work in line with the School Improvement Plan and the Library Improvement Plan, as agreed with the Line Manager.
- Crestwood Community School Library will continue to support the accelerated reading program for the school year 2023-24.
- The Library Managers will continue to collaborate closely, always working towards improving the provision that the Libraries offer and ensuring, as much as is possible, the equity of that provision across the two sites.
- The Library will continue to liaise with Achievement Leaders to gain insight into what resources are needed for all subject areas.