



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

LIBRARY POLICY

Agreed by the Governing Body Curriculum Committee
To be reviewed
(Reviewed every 2 years)

May 2024
Summer 2026

To be monitored by the SLT and Librarian

Mission statement:

The Library aims to provide a safe and secure environment to support and enhance teaching and learning across the school, where all students are encouraged to become independent lifelong learners and to enjoy reading for pleasure.

In accordance with the Owen's Way, we aspire to provide: opportunity for all; a window to the world; resources and support for students to achieve excellence in everything; facilities to ensure that all members of our school community never stop learning; and we aim to be at the heart of the school's supportive community.

Aims:

- To provide a stimulating and professionally organised Library service to support the study and leisure needs of all students and staff
- To encourage all students to reach their potential, to become independent learners and to develop their curiosity
- To promote the Library as a centre for lifelong learning
- To provide a wide range of materials, both printed and electronic, to support all areas of the curriculum and all abilities
- To foster a love of reading and develop a whole school reading culture
- To support diversity and equality
- To support the development of literacy and information literacy
- To support the objectives of the school Language for Learning policy
- To develop the Library in relation to the school improvement plan
- To support the school in its response to current initiatives in teaching and learning

Objectives:

1. To provide a professionally organised Library service to staff and students.
 - a. To be achieved by

- i. Ensuring the Library is managed by a chartered Librarian.
 - ii. Ensuring that the Librarian is line managed by a member of the senior leadership team with curriculum experience
 - iii. Enabling the Librarian to be a member of the Subject Leaders' Forum, and others where relevant
 - iv. Ensuring that trained staff are available at all times during the Library's opening hours to support students and staff
 - v. Ensuring that the Librarian is supported, as far as reasonably possible, by effective and adequate assistance
 - vi. Ensuring that the Librarian is encouraged to participate in relevant development opportunities and to attend external professional development events
 - vii. Producing an annual development plan in line with the school improvement plan
- 2. To provide a safe and secure environment with equality of access where students may study during and, for a reasonable time, after the school day
 - a. To be achieved by
 - i. Following the school's Safeguarding and Child Protection and Health and Safety policies
 - ii. Supporting diversity and equality in accordance with the school Single Equalities Policy and the Equality Act 2010
 - iii. Ensuring that the Library is effectively and adequately staffed at all times to provide a supervised area for study, reading and the use of computers
 - iv. Providing an environment where all students may access resources and facilities during lessons (where appropriate), in their free time and, for a reasonable time, after school
 - v. Ensuring that, where possible, the Library is not used as a timetabled classroom, except for regular Key Stage 3 reading lessons
 - vi. Providing enough study space for a complete class to be accommodated in each room, with some additional seating
 - vii. Promoting the safe and responsible use of the internet in accordance with the acceptable use of ICT agreement
 - viii. Ensuring that DVDs are issued in accordance with the age rating of the British Board of Film Classification
 - ix. Using a variety of teaching and learning styles in library lessons
- 3. To provide a wide range of resources and access methods to support the curriculum, to enable students to enhance their learning skills and to meet the academic, social and personal development needs of all members of our school community (see Appendix 2)
 - a. To be achieved by:
 - i. Adequate funding, in line with the budgetary demands and restrictions of the school, to enable the purchase of
 - 1. Materials to support changes in the curriculum
 - 2. New stock to ensure resources are up-to-date and in good condition
 - 3. Access to online subscription databases, e-books and electronic resources
 - 4. A wide range of classic and modern fiction and non-fiction
 - 5. Support for the Library Management System

- ii. Providing a wide range of carefully selected high quality books, newspapers, magazines, journals and digital materials that are:
 - 1. Suitable for all ages, reading levels and levels of academic ability within the school
 - 2. Supporting the needs of the curriculum
 - 3. Supporting leisure interests
 - 4. Supporting well-being and personal development needs
 - 5. Selected to show a wide diversity of opinions and to be inclusive of all members of our school community
 - 6. Selected to reflect the current experience of our own students and also to provide a window to the wider world
 - iii. Prioritising the acquisition of new materials to support curriculum changes
 - iv. Liaising with teaching staff to ensure a well-balanced stock that reflects the needs of the curriculum and supports current teaching and learning priorities
 - v. Organising, cataloguing, labelling and signposting the stock professionally to enable all library users to find age-appropriate and suitable resources for their needs
 - vi. Reviewing the stock regularly and withdrawing obsolete items, to ensure that the current library stock meets the criteria outlined in section 3a(ii) above.
 - vii. Drawing on external resources to extend the range of materials available
 - viii. Providing access to digital resources (E-Library)
 - ix. Providing computers and related hardware, with internet access
 - x. Monitoring and evaluating the use of the library and its resources
- 4. To provide access to resources outside of school hours and the school campus.
 - a. To be achieved by:
 - i. Providing access to online and digital resources through the E-Library of databases, the Library Google sites and the Library Management System.
- 5. To enable the development of study skills and independent learning
 - a. To be achieved by:
 - i. Ensuring that all students receive training in the use of the physical and online Library resources as they join the school and start each new Key Stage
 - ii. Encouraging students to use printed materials as well as the internet, and to be able to discriminate and select appropriate resources
 - iii. Helping students devise strategies for finding and using information efficiently and effectively
 - iv. Encouraging students to evaluate information and use it critically and creatively
 - v. Producing book lists and library fact sheets
 - vi. Working with teaching staff to incorporate library research and study skills in schemes of work
 - vii. Supporting individual research for the Extended Project Qualification (EPQ) and for other subject-specific Non-Examination Assessments (NEAs) in accordance with the applicable examination board regulations, and also for the Brewers' Award

6. To communicate to students the ethics surrounding intellectual property law
 - a. To be achieved by:
 - i. Developing student's understanding of copyright law, and raising awareness that plagiarism, including through the use of Artificial Intelligence, is an offence
 - ii. Encouraging referencing to acknowledge the work of others, and to acknowledge any use of Artificial Intelligence
7. To promote reading for pleasure to develop literacy skills, and as a leisure activity
 - a. To be achieved by:
 - i. Providing a stimulating collection of classical and modern fiction and non-fiction Providing materials to encourage and challenge students to develop their literacy skills and breadth in reading
 - ii. Offering guidance on the selection of reading matter
 - iii. Developing activities for Key Stage 3 Library lessons to encourage a wide breadth of interest in reading
 - iv. Producing recommended reading lists
 - v. Encouraging discussion of books during reading lessons and book clubs, and on the Library Google site and Google Classrooms
 - vi. Inviting visiting authors and poets to talk to, and work with, students
 - vii. Encouraging students and staff to suggest books for purchase
 - viii. Developing the use of the Online Library Catalogue and Google Library site
 - ix. Using the Library Google site to promote reading
 - x. Supporting Form Time reading by providing book boxes
 - xi. Running competitions in school
 - xii. Running a Book Club to encourage reading and participation in national events such as Carnegie Shadowing and the Royal Society Young People's Book Prize.
 - xiii. Promoting World Book Day to the school community
8. To encourage good behaviour and a responsible attitude to the use of the Library as a resource for the whole school community
 - a. To be achieved by:
 - i. Displaying the Library behaviour expectations and the school Rewards and Consequences Ladders and applying them consistently (see Appendix 1).
 - ii. Encouraging students to help with the running of the Library via the Student Librarian programme and via relevant routes for the expression of student voice
 - iii. Encouraging staff and students to make purchase suggestions
 - iv. Ensuring that all students are encouraged to take responsibility for returning borrowed items on time (see Appendix 1).
9. To support the development of ICT skills
 - a. To be achieved by:
 - i. Supporting students using computers
 - ii. Encouraging the appropriate use of information technology for investigation and the presentation of research work

- iii. Providing secure filtered internet access for students through the school's ICT facilities
 - iv. Providing a dedicated library area on the DAOS Hub and the online library catalogue
10. To support professional development for all staff
- a. To be achieved by:
 - i. Providing a staff development library
 - ii. Delivering induction sessions to new staff and NQTs
 - iii. Producing a staff guide to the Library
 - iv. Producing a library section for the staff handbook
 - v. Supporting the staff educational book club
 - vi. Inviting departments to send a representative to the Library Committee,
 - vii. Supporting the library staff members to undertake continuous professional development

Dame Alice Owen's Librarian - Summer 2024

Appendices:

1. Library Operations
2. Statement on censorship and intellectual freedom
3. Concerns and complaints procedure

Appendix 1: DAOS Library Operations.

About the Library

The Library is situated in the Edinburgh centre and is accommodated in two adjacent rooms; one for fiction and English related resources; and one for non-fiction. Opening hours

The Library is open from 9.00 a.m.- 5.00 p.m. (4.30 p.m. on Fridays).

Staffing

The Library is managed by a professionally qualified Librarian on a permanent term time plus 5 days contract. The Librarian is supported by an Assistant Librarian; this part-time, term time only post is currently shared between two members of staff. The Librarian is also keen to encourage participation by parent/carer volunteers.

Liaison with staff

The Librarian chairs the Library Committee which is made up of representatives from all curriculum areas. The committee discusses the Library Policy and the implementation of the development plan, monitors progress and acts as a discussion forum for library related issues.

The Librarian attends the weekly staff briefing and is a member of the Subject Leaders' Forum. The Librarian delivers occasional sessions for staff development.

The Librarian works closely with teachers from all departments to provide suitable resources to support teaching and learning, and to deliver activities to develop the students' information literacy skills. The Librarian also delivers current awareness information relating to new acquisitions. Staff are invited to put forward suggestions for new stock, or for stock withdrawal.

Student Voice

The Librarian encourages participation by students in the work of the Library. All students are invited to submit suggestions for new stock; students can become student librarians or can volunteer in the Library as part of their Duke of Edinburgh's Award; the Librarian also welcomes student suggestions and feedback via any other appropriate route.

Behaviour Expectations

The following notice is displayed in the Library:

The normal school rewards and consequences system still applies in the Library.

✓ Please be considerate of other Library users at all times, and polite and respectful to Library staff and volunteers.

✓ Please take care of the Library books.

✓ You may talk quietly to discuss your work.

✗ Please don't take up space just to chat.

✗ No food or drink in the Library except water in closed containers.

✗ In keeping with school policy, mobile phones are not to be seen or heard in the library.

Anyone not following these behaviour expectations will be asked to leave the Library.

Additional behaviour expectations:

- Keep yourself and others safe by ensuring that aisles and fire exits are clear at all times. Place all bags under the tables and do not bring PE bags into the library at lunchtime. Do not move the library furniture.
- All books and materials must be issued properly before being taken from the library, even to a classroom for a short while.
- Leave the library tidy; replace books and other items in the correct place.
- You may use the computers to word process or access the internet, but school work takes priority over other uses. The computers are not to be used for games. The school e-safety policy and rules for use of computers must be observed.
- You may use your own electronic devices (e.g. laptops, tablets, e-readers) but may not plug them into the school's electricity supply.

Sixth Form study periods

- Sixth Form students may use either room in the library during free periods for quiet study. Please enter and leave quietly.
- Group work and discussions should take place in the Common Room, the Sixth Form Dining Room or a free classroom.
- If a class has been booked into the library, other students may be asked to work elsewhere; the booked class has priority.

Emergency evacuation procedures

- If the fire alarm sounds, students should leave the library immediately by the nearest fire exit and make their way to the Fire Assembly Point on the tennis courts.

Borrowing procedures

- Years 7-11 may borrow up to six books and the Sixth Form up to eight.
- The standard loan period is 14 days, but some Sixth Form books are only issued as short loans: 1 hour in school, overnight, 3 days or 7 days.
- The fiction books are divided into three categories in order to make it easy for students to find suitable books at the appropriate level:
 - Lower School books: books written for children. All students are permitted to borrow these books.
 - Young Adult books: books that are generally aimed at readers aged 14+. We mark these books with a YA sticker to indicate that the books' subject matter may contain controversial/ sensitive material or adult language. However, the sticker is a guideline only and many younger readers have the ability and maturity to read and enjoy these books. If parents would prefer their child not to borrow Young Adult books until Year 9, the student's borrowing record can be marked accordingly.
 - Upper School Books - books written for adults, including many standard adult classics which are read by both adults and children. We usually require written permission from a parent or guardian (signed note in school planner or direct email to school) each time a student in years 7-9 wishes to borrow an Upper School book, except in the case of standard classics, which may be borrowed at the discretion of library staff. A small number of Upper School books are restricted to borrowing by Sixth Form only and are stored in the Library Office.

- DVDs may only be viewed in the Library using our personal DVD player and headphones. DVDs are no longer issued for loan. The official BBFC film classification is strictly adhered to.
- Students are responsible for all books or items borrowed on their account.
- Anyone with overdue items will not be issued with further items until the outstanding ones have been renewed (if less than 7 days overdue) or returned. Sixth Form students with overdue short term loans will not be issued with further books until the outstanding loans have been returned.
- Students should return or renew their book/s on or before the date stamped on the 'date due' card. If they have not finished reading the book/s they may renew them online or in person. Standard issue books may be renewed online three times. If a book has been reserved by another borrower, or is a short term loan, students will not be able to renew it.
- Books may be returned via the returns slot in either of the library counters, or the blue book returns box near the doors to the school reception. This will ensure that the books are removed from the student's borrower record.
- Reminders for overdue books will be sent directly to students via their school email address. Letters/emails may be sent to parents requesting the return of items which are outstanding after 28 days, or payment for their replacement. If items have been lost or damaged a request for the cost of replacement will be sent.
- No books, or other materials, may be taken from the library without being properly issued; this includes items being taken to classrooms.
- All library users must observe copyright restrictions and other conditions relating to the use of printed and electronic resources.

Appendix 2: Statement on censorship and intellectual freedom

DAOS Library adheres to the Joint Statement on Censorship and Intellectual Freedom in School Libraries issued by the Chartered Institute of Library and Information Professionals (CILIP), the CILIP School Libraries Group (CILIP SLG) and the School Library Association (SLA).

Appendix 3: Concerns and Complaints Procedure

Any concerns relating to library stock, procedures or usage should be addressed to the Librarian in the first instance. If not satisfied, please follow the procedure outlined in the school Complaints Policy.