



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 2026
Summer 2028

To be monitored by the SLT and Librarian

Mission statement:

The Library provides 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.

Our mission is in line with the 'OWENS' Way:

OPPORTUNITY FOR ALL
WINDOW TO THE WORLD
EXCELLENCE IN EVERYTHING
NEVER STOP LEARNING
SUPPORTIVE COMMUNITY

Aims and 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, where possible, and staffed at all times by trained staff
 - ii. Ensuring that the Librarian is line managed by a member of the senior leadership team
 - iii. Enabling the Librarian to be a member of the Subject Leaders' Forum, and others where relevant
 - iv. Ensuring that the Librarian is encouraged to participate in relevant internal and external development opportunities and supporting the professional development of all library staff
 - v. Producing an annual development plan in line with the school improvement plan and in line with the School's wider objectives and priorities.

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

3. To provide a wide range of resources and access methods to support the curriculum, to enable all students to enhance their learning skills and to meet the academic, social and personal development needs of all members of our school community 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 (see Appendix)
 2. Supporting the needs of the curriculum and current teaching and learning
 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. Organising, cataloguing, labelling and signposting the stock professionally to enable all library users to find age-appropriate and suitable resources for their needs
 - iv. Reviewing the stock regularly and withdrawing obsolete items, to ensure that the current library stock meets the criteria outlined in section 3a(ii) above.

- v. Drawing on external resources to extend the range of materials available
 - vi. Providing access to digital resources, including outside of school hours and the school campus computers and related hardware, with secure filtered internet access Monitoring and evaluating the use of the library and its resources
4. To enable the development of study skills, information literacy skills and independent learning
- a. To be achieved by:
 - i. Ensuring that all students receive training in the use of print and digital Library resources as they join the school and start each new Key Stage
 - ii. Helping students devise strategies for finding, critically evaluating, selecting and using information resources efficiently and effectively
 - iii. Encouraging the appropriate use of information technology for study, research and the presentation of academic work
 - iv. Working with teaching staff to incorporate library research and study skills in schemes of work
 - v. 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
 - vi. Supporting the objectives of the school's Language for Learning policy
5. To communicate to students the ethics surrounding intellectual property
- a. To be achieved by:
 - i. Developing students' understanding of academic integrity and 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 any use of Artificial Intelligence
6. 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 classic and modern fiction and non-fiction that encourages and challenges 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 lessons, clubs and school events, and via 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 the Library Google site
 - ix. Supporting Form Time reading
 - x. Running competitions in school

- xi. Running a Book Club
 - xii. Encouraging participation in national book award shadowing schemes
 - xiii. Promoting World Book Day to the school community
 - xiv. Taking a significant role in supporting other whole-school reading promotion activities
7. To encourage good behaviour and a responsible attitude to the use of the Library as a resource for the whole school community (see Appendix 3)
- a. To be achieved by:
 - i. Displaying the Library behaviour expectations and the school Rewards and Consequences Ladders and applying them consistently.
 - ii. Encouraging students to help with the running of the Library via a range of routes
 - iii. Ensuring that all students are encouraged to take responsibility for taking care of library materials and returning borrowed items on time.
8. 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. Delivering occasional whole-staff training at Staff Briefing or during INSET
 - iv. Producing a library section for the staff handbook
 - v. Inviting departments to send a representative to the Library Committee

Dame Alice Owen's Librarian - Summer 2026

Appendices:

1. Borrowing arrangements and principles of stock classification
2. Statement on censorship and intellectual freedom
3. Library behaviour expectations
4. Concerns and complaints procedure

Appendix 1: Borrowing arrangements and principles of stock classification

- All books and materials must be issued properly before being taken from the library.
- Years 7-11 may borrow up to three books and the Sixth Form up to six.
- The standard loan period is 14 days; some Sixth Form books are only issued as short loans.
- 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 observed.
- Students are responsible for all books or items borrowed on their account.
- Students should return or renew their book/s on or before the date stamped on the 'date due' card. Books may be renewed three times, unless a book has been reserved by another borrower.
- 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.
- Anyone with overdue items will not be issued with further items until the outstanding loans have been renewed or returned.
- Reminders for overdue books will be sent directly to students via their school email address. Letters/emails may be sent to parents/carers 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 to parents/carers.

- 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: 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.

Appendix 4: 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.