



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)

October 2020
Summer 2022

To be monitored by the SLT and Librarian

Library Policy - Introduction

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. It provides an attractive and safe environment where students and staff can access the wide range of printed and electronic resources, use computers and enjoy reading for pleasure.

Staffing

The Library is managed by a professionally qualified Librarian on a permanent term time plus INSET days contract. The Librarian is supported by an Assistant Librarian; this post is currently a job share between two members of staff who work three days between them, 9.00-4.00pm, term time only. The Librarian also benefits from regular parent helpers who work approximately 16 hours per week.

Opening hours

The Library is open and staffed throughout the school day, and after school until 5.00 pm (4.30 p.m. Fridays), although attendance at meetings and for staff development occasionally requires it to be closed at the end of the school day.

Library and study skills

An important part of the Librarian's role is to develop study skills for all students. The aim is to incorporate study skills within the curriculum after initial training in general library use early in Year 7. All year groups undertake research projects which are written into departmental schemes of work, where they may develop their study and information handling skills. Students are encouraged to make full use of the library facilities using a range of media including books, journals, magazines and electronic resources which are available through the DAOS Hub Library pages, and the Online Library Catalogue.

Developing independent learning with older students

The Library is used extensively for private study and research by the Sixth Form who use both printed and electronic resources. The use of the E-Library and the Online Library Catalogue develop independent learning skills and prepare students for Higher Education. A Sixth Form Library induction programme is delivered to all Year 12 students as part of Effective Form Time and the “GYST” initiative” to support student transition to Key Stage 5. The use of the online catalogue and electronic resources have been identified by former students as playing a vital role in easing their transition to higher education. The Library supports individual research for EPQs (Extended Project Qualification) by providing materials, and guidance and advice on locating resources both internally and externally.

Supporting and encouraging reading

All Key Stage 3 students have a timetabled lesson in the Library, as part of their English allocation, to choose books to develop a love of reading for pleasure, to support literacy development, to have an opportunity for private reading, and to undertake a range of reading related activities. Library staff are always present to make recommendations and to lead reading related activities. Visits from authors and poets encourage a love of reading. There is a thriving book club which meets weekly to discuss books, and take part in national activities such as Carnegie Shadowing, The Children’s Book Award and the Royal Society Young People’s Book Prize. The Library supports Effective Form Time reading activities by providing additional resources for form time, and encouraging students to borrow books. The Sixth Form are encouraged to read widely, and the library supports departmental wider reading initiatives by providing materials and promoting their use through reading lists.

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 Library supports the staff educational book club.

The Librarian attends the weekly staff briefing and relevant INSET. The Librarian is a member of the Subject Leaders’ Forum and the Literacy Committee. The Librarian delivers INSET for NQTs and new staff, and occasional sessions for staff development. Staff are invited to put forward suggestions for new stock, or for stock withdrawal. Other liaison is carried out by meeting with individual teachers or departments and delivering current awareness information relating to new acquisitions. 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 runs the school stationery shop and arranges sales of books and stationery to new Year 7 parents.

Dame Alice Owen’s School
LIBRARY POLICY

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.

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 life long-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 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 during term time and training days.
 - 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 by effective and adequate assistance
 - vi. Ensuring that the Librarian is encouraged to participate in school INSET and staff development, 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 after the school day
 - a. To be achieved by
 - i. 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
 - ii. Providing an environment where all students may access resources and facilities during lessons, in their free time and after school
 - iii. Providing resources which are freely available to all, for all interests and abilities
 - iv. Ensuring that where possible the Library is not used as a timetabled classroom, except for regular Key Stage 3 reading lessons
 - v. Providing enough study space for a complete class to be accommodated in each room, with some additional seating

- vi. Promoting the safe and responsible use of the internet in accordance with the acceptable use of ICT agreement
 - vii. Following the School's Health and Safety Policy
 - viii. Ensuring that DVDs and Videos are issued in accordance with the age rating of the British Board of Film Classification
 - ix. Supporting diversity and equality
 - x. 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
- a. To be achieved by:
 - i. Adequate funding to enable the purchase of
 - 1. Materials 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 classical 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 and levels of academic ability
 - 2. Selected to show a wide diversity and being free from bias
 - 3. Suitable for all learning styles
 - 4. Supporting the needs of the curriculum
 - 5. Supporting leisure interests
 - 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. Reviewing the stock regularly and withdrawing obsolete items
 - vi. Drawing on external resources to extend the range of materials available
 - vii. Providing access to digital resources (E-Library)
 - viii. Providing computers and related hardware, with internet access
 - ix. 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 data bases, e-books (DAOS VLE-Books), Audio Books, 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 new students receive training in the use of the Library, online resources and ICT facilities
 - ii. Carrying out programmes of induction for Sixth Form students

- iii. Encouraging students to use printed materials as well as the internet, and to be able to discriminate and select appropriate resources
 - iv. Helping students devise strategies for finding and using information efficiently and effectively
 - v. Encouraging students to evaluate information and use it critically and creatively
 - vi. Producing booklists and library fact sheets
 - vii. Working with teaching staff to incorporate library research and study skills in schemes of work
 - viii. Supporting individual research for the Extended Project Qualification (EPQ) by providing materials and advice on locating additional external resources
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 is an offence
 - ii. Encouraging referencing to acknowledge the work of others
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
 - ii. Providing materials to encourage and challenge students to develop their literacy skills and breadth in reading
 - iii. Offering guidance on the selection of reading matter
 - iv. Developing activities for Key Stage 3 Library lessons to encourage a wide breadth of interest in reading
 - v. Producing recommended reading lists
 - vi. Encouraging discussion of books during reading lessons and book clubs, and on the Library Google site and Google Classrooms
 - vii. Inviting visiting authors and poets to talk to, and work with, students
 - viii. Encouraging students and staff to suggest books for purchase
 - ix. Developing the use of the Online Library Catalogue and Google Library site to share reviews and comments
 - x. Using the Library Google site to promote reading
 - xi. Supporting Effective Form Time reading by providing book boxes
 - xii. Running competitions in school
 - xiii. Promoting external creative writing competitions
 - xiv. Running the annual Year 7 charity fund raising read : The Readathon
 - xv. 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.
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 expectations of behaviour and applying them consistently (Appendix 3).
 - ii. Encouraging students to help with the running of the Library

- 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.

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 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. Encouraging library staff to participate in school INSET and staff development, and to attend external professional development events

Appendices:

1. The Owen's Way in the library
2. Library opening hours, Behaviour policy and Expectations of behaviour - as displayed in the library
3. DAOS Library user code (including overdue procedure), included in Year 7 introductory pack and library guides for new students
4. Covid-19 Appendix

Appendix 1:



THE OWEN'S WAY in the library

OPPORTUNITY FOR ALL

- Hundreds of books to choose from for all reading tastes, and all free!

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WINDOW TO THE WORLD

- Use the facilities to discover more about the world you live in

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EXCELLENCE IN EVERYTHING

- Increased reading boosts performance - ask your teachers!

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NEVER STOP LEARNING

- The library is your one-stop shop for all new learning

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SUPPORTIVE COMMUNITY

- We are here to help with recommendations and plenty of guidance

Appendix 2: DAOS Library Opening Hours

The Library is open from 9.15 am - 5.00 pm (4.30 on Fridays)

Break 11.00 - 11.30 Lunchtime: 12.25 - 1.25

Minimum expectations of behaviour in the library:

- The overall school behaviour policy is applied in the library.
- 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.
- Respect the right to read and work in peace. The library is for silent study during lesson time, unless you are part of a booked class. At break and lunchtime conversations should be kept to a minimum, with voices no louder than a whisper.
- Please make sure your phone is switched to silent as you may not make/take mobile phone calls in the library.
- Eating, chewing gum and drinking in the library are forbidden, apart from plain water in spill-proof bottles with lids. Anyone found eating will be asked to leave immediately and not allowed to return for that lesson/break/ lunchtime.
- 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 use. 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.
- The library staff are not responsible for the safety of personal devices used in the library.

Sixth Form study periods

- Sixth Form students may use either room in the library during free periods for silent 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 you may be asked to work elsewhere; the booked class has priority. Laptops may be borrowed from the dispenser cabinet.

Emergency evacuation procedures

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

Appendix 3:

DAOS Library user code

- Years 7-11 may borrow up to four items (books or DVDs) and the Sixth Form up to six.
- 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.
- DVDs are issued for 3 days, and the film classification is strictly adhered to.
- You are responsible for all books or items borrowed on your 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.
- Please return or renew your book/s on or before the date stamped on the 'date due' card. If you have not finished reading the book/s you may renew them online or in person. Librarian Standard issue books may be renewed online three times. If a book has been reserved by another borrower, or is a short term loan, you may not be able to renew it.
- When you return your books, make sure you place them in the returns slot in either library counter, or the locked book returns box outside the library. This will ensure that the books are removed from your borrower record.
- Reminders for overdue books will be sent directly to students via email and through Form Tutors. (Students will be asked to supply email addresses) Letters/emails will be sent to parents requesting the return of items which are outstanding after 28 days. If items have been lost a request for the cost of replacement will be sent.
- Please take good care of the books you have on loan. If you damage or lose a book you will be expected to pay for a replacement.
- No books, or other materials, may be taken from the library without being properly issued; this includes items being taken to classrooms.
- The Librarians reserve the right to ask for parental consent before issuing some materials to lower school students.
- Years 7-11 may use the computers at break, lunchtime and after school. During lesson time students should bring a note from their teacher. All students must follow the school e-safety policy and rules for the use of computers.
- All library users must observe copyright restrictions and other conditions relating to the use of printed and electronic resources.
- Computer games may not be played during school hours and may only be accessed after school if the computers are not being used for school work.
- Eating, chewing gum and drinking in the library are forbidden, apart from plain water in spill-proof bottles with lids. Anyone found eating will be asked to leave immediately and not allowed to return for that lesson/break/ lunchtime.
- Please make sure your phone is switched to silent as you may not make/take phone calls in the library.
- Please remember that people use the library to study or read for pleasure and you should keep noise level to a minimum.
- Sixth Form students may listen to personal stereos and devices while working, as long as the sound is not audible to others.
- Good behaviour is expected at all times in the Library, the behaviour expectations are displayed in and outside the Library.

Please respect your library and other library users

Appendix 4: Library access during Covid-19 - September 2020.

During the Covid-19 Lockdown and subsequently during the Autumn term 2020, with Covid restrictions in place, the Library has been continuing to support students and staff by providing remote service. During Lockdown more e-books and other online resources were made available.

Since the start of the Autumn term restrictions on students using areas other than their designated bubble area has limited physical access to the Library. Students and staff are being encouraged to reserve books online, which library staff deliver to their Form Rooms. In times of restricted access the library will:

- Follow the main school Risk Assessment at all times
- Carry out a specific Risk Assessment for the Library
- Follow the school's guidelines on restrictions and movement of students and staff
- Allow access only to agreed groups of students for study purposes
- Ensure that social distancing and hand sanitising measures are in place
- Restrict browsing by students to avoid contamination
- Encourage students and staff to reserve and renew books and other items online
- Deliver books and other items to Form Rooms/Classrooms to minimise student movement around the school
- Provide a central place for the safe return of borrowed items
- Quarantine returned or used items in accordance with guidelines issued by the Chartered Institute of Library and Information Professionals (CILIP), or any Government guidelines
- Provide boxes of books for use in classrooms in year group bubbles
- Promote the use of books and online resources through Google Classrooms and visits to classes