



## Library Policy 2025/2026

|            |                                                                                                                                                                                                                                                                                                              |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vision:    | Excellence and Ambition for all                                                                                                                                                                                                                                                                              |
| Rationale: | The library will support teaching and learning across the whole school. The department will work to promote a love of reading and curiosity for knowledge and contribute where appropriate to the spiritual, moral, cultural, mental and physical development of students, in line with ethos of the school. |

These procedures are reviewed annually to ensure compliance with current regulations

|                   |                |
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| Author:           | Vikki Payton   |
| Policy Date:      | September 2025 |
| Review date:      | September 2026 |
| Approved by:      | Sally Ayre     |
| Date of approval: | September 2026 |

Key staff involved in Longdendale High School Library

| <b>Role</b>                      | <b>Name(s)</b>                    |
|----------------------------------|-----------------------------------|
| Librarian                        | <b>Miss V Payton</b>              |
| Assistant Librarian's            | <b>Miss M Drury</b>               |
| SLT members                      | <b>Miss N Cole/Mrs Sally Ayre</b> |
| Reading and Literacy Coordinator | <b>Mrs S Lambert Thomas</b>       |

## **Library Policy**

### **Aims**

The library will support teaching and learning across the whole school. The department will work to promote a love of reading and curiosity for knowledge and contribute where appropriate to the spiritual, moral, cultural, mental and physical development of students, in line with ethos of the school. In line with these aims the department will:

- Develop, maintain and provide access to a collection of resources that is appropriate to the students.
- curriculum taught in school and which reflects the academic ability of the students
- Make best use of the allocated library budget when planning library provision
- Promote understanding of the resources available in the library
- Ensure students and staff can effectively access resources
- Raise the profile of the library and its resources through participation in local and national activities and schemes
- Contribute to the spiritual, moral, cultural, social development of students, in line with ethos of the school

### **Objectives**

The Library will endeavour to meet the following key objectives:

- Create a working environment conducive to research and independent study
- Provide a wide range of resources in a variety of formats and media to fulfil the literary and information needs of the whole school
- Work with academic staff to plan the library's work to support curriculum delivery
- Liaise with staff in the renewal of library resources to plan for continual support for curriculum developments
- Miss Payton (Librarian) will consult staff and students to ensure that the purchasing of resources reflects curricular and extracurricular demands of users
- Provide access to high quality non-fiction and fiction materials which students find intellectually and emotionally stimulating
- In addition to supporting the school curriculum the library will stock resources which reflect extracurricular activities at the school and the leisure pursuits of students
- Provide library induction for new staff and students and distribute library information via commonly used channels at school for those user groups
- Promote and support independent research at every opportunity for example when teachers bring students to the library in a lesson, in particular during Year 7
- Ensure a diversity of provision which reflects not only the academic ability and cultural background of students at the school, but which also engages them with issues in the wider world
- Collaborate with local bookshops and Oxfordshire Public Libraries to promote reading activities and events and access to resources available outside of School

### **Management and communication**

If the library is to be successful in fulfilling its aims and objectives it is necessary for the department to be staffed by well-qualified and suitably trained staff and working hours should be organised to provide supervised access to the library throughout the school day and after school until 3.45pm. To this end there will be at least one member of the library team is available to answer queries from staff and students whenever possible. Miss Payton (Librarian) will attend meetings to ensure that there are regular opportunities for discussion about library issues and to maintain lines of communication with staff.

### **Accommodation and learning environment**

The library will provide quiet and silent areas for individual study and areas suitable for groups working at an appropriate level of noise for a library. The library provides suitable storage for learning materials to be

used by individuals, small groups or whole classes. Library staff will aim to maintain a pleasant environment with good lighting, unencumbered access to the stock on the shelves and adequate signage and shelf guides. Displays will be used to create an attractive and stimulating environment for students so they are keen to visit the library for work and for pleasure.

The library will maximize the use of all of its resources by:

- Providing open access storage suitable for all formats of learning resources for as much of the library stock as is possible in the physical space of the library
- Facilitating access to free and subscription digital resources and make them available in the School's e-learning environment
- Providing support to users who wish to access information through training, electronic and print documentation, structured organisation and clear signposting of resources
- Ensuring that all resources are stored so as to be safely and easily accessible to all members of the school community
- Using a variety of means to display and promote the range of resources of available
- Enabling students and staff to access resources from outside the library via Reading Cloud the library management system

### **Borrowing, renewing and billing for non-returned items**

All students will be given a Library Agreement to sign before they are allowed to loan any books out of the school library. This will be given out during student English classes at the start of every year. If Students do not complete a student agreement they will not be allowed to loan any library books. Appendix 1.

All students can borrow a maximum of 1 reading book at a time. This limit can be exceeded at the discretion of a member of library staff. Students from Year 7 – Year 11 can borrow items for 30 days, excluding reference books, journals and magazines. Unless another borrower puts a reservation on an item, it can be renewed twice before we insist that it is returned.

If an item is not returned or renewed it becomes overdue. The library will issue overdue notices via email to the student and final reminders via School email to parents/carers.

If an item is not returned or renewed after a series of overdue notices have been issued we will assume that it is missing. Missing and non-returned library items will need to be replaced and the cost will be charged to the borrower's library account. The fine for any unreturned book is £5.00

An email notification will be sent to parents/carers giving them reasonable notice before the billing deadline detailing the charges to be added to their bill if overdue items are not returned immediately. Once the billing deadline is reached and the cost of an item is added to a bill, the library will purchase the replacement, catalogue it, and make it available on the library shelves for other readers. For this reason, there will be no reimbursements for items returned after the billing cut-off date. In such circumstances borrowers may keep the item they have been billed for as it will have been withdrawn from the library management system.

Students will not be able to attend rewards trips or receive rewards if they have an outstanding debt to the library. Any library debt would need to be paid off first before rewards trips are paid for.



## Library Student Agreement

As a student I shall:

- Understand I am responsible for my library book.
- Avoid damage to or graffiti in my library book.
- Return/exchange my library book at the appropriate times. (30-day book loans).
- Report to a member of the library staff straight away if my book goes missing.
- Follow all library expectations when in the library. This includes no food or drink in the library.
- Understand there will be charges of £5.00 for unreturned/damaged books.
- Be respectful for others working in the Library

Student Name: .....

Tutor Group: .....      .....