

Library

The library's overall aim is to develop to the full an effective resource for learning which keeps up to date with current good practice.

1. The library provides pupils with:
 - A range of classic and contemporary fiction which will encourage a love of reading and good reading habits;
 - A range of reference books and other media which will broaden and deepen their interest in, access to and understanding of the world around them;
 - An environment in which they can quietly and independently reflect and read.

It is expected that all pupils have a non-fiction reading book with them at all times in Years 7 to 9.

2. The library's material is stored in:
 - The Jessop Memorial Library in the Senior School
 - The Careers Room in the Senior School
 - The Junior School library and No. 9 Villa Road
 - Subject and class libraries housed in the various subject rooms and form rooms throughout the school
3. The library aims to open at all times when the school is open. Two Library Assistants are present during lunch breaks to assist pupils. In the Junior School teachers are always on hand to assist the pupils. Class Libraries and Subject Libraries are used at the teacher's discretion.
4. Pupil Librarians take a lead role in the organisation and running of the library and encourage other pupils to engage with library activities such as competitions.
5. Year 9 Librarians are chosen annually by the English Department in the Summer Term of Year 8, based on their interest in literature, their level of responsibility and organisation. These are prestigious roles.
6. Pupil Librarians will be involved in selecting new stock for the library twice during the academic year.
7.
 - a) Details of the contents of the Jessop Library are stored on Microlibrarian cataloguing software. Borrowings are electronically recorded on the Microlib system – so borrowing may only occur at lunchtime when a trained librarian is present.
 - b) The contents of both the Junior and Senior School libraries are recorded on the computer.
8. Stock is constantly monitored. Material is replaced, upgraded and expanded as necessary, as funds allow.
9. Professional advice is sought from time to time as the need arises.

- 10.** The Head of English will monitor pupil loans and ensure that stock is returned. If a book is lost or damaged, an invoice may be sent home to cover the cost of buying a replacement or a request to replace the item using own resources.

Unchanged July 2020