



DENBIGH SCHOOL



# **Library – Guidelines for Use**

**November 2023**

# 1 Introduction

## 1.1 Mission statements and objectives

Denbigh School's mission statement is *to provide excellent education, care and opportunity to all our students and staff.*

Denbigh School Library's mission is *to provide an environment in which students and staff feel welcome and able to use resources for learning and research, for reading for pleasure, and in which we can contribute to students' personal, social and educational development.*

The above is done by:

- Allowing access to materials that support the curriculum;
- Allowing students to independently foster research skills and an appetite for independent learning;
- Maintaining a collection of fiction and non-fiction books to encourage reading for pleasure and the pursuits of hobbies and interests;
- Providing a space for individual or group study aided by a qualified librarian who is able to answer queries;
- Supporting the teaching of information and research skills in collaboration with teaching staff;
- Organising literacy events throughout the year to promote the library and reading, as well as events to promote cultural happenings in the world of literature and beyond.

The above are done in collaboration with the Senior Leadership Team and teaching staff.

## 1.2 The Librarian

The Librarian is responsible for the day-to-day management of the library and their duties are as follows:

- The everyday running, administration, management, development and promotion of the school library;
- Liaising with subject departments and/or individual teachers in matters regarding curriculum-related materials;
- Working closely with the English department to promote literacy throughout the school;
- Attending regular meetings with their line manager;
- Liaising with form tutors or management staff if a matter concerning a particular student arises.

## 1.3 Library services

The library is open from 8am until 4.30pm every day, with the exception of a 30 minute period during the day, during which the librarian takes their lunch break. The library houses up to 40 desktop computers for student use during the day and during lesson times (booking necessary), in addition to tables and chairs for students who wish to study with their own personal devices and/or using the material available to them in the space. The library shares a space with the Careers Office.

Teachers are encouraged to bring their students to the library for sessions, regardless of the topic being studied. The library hosts a collection of books on different topics.

### *Library Management System*

The library currently uses Accessit. The online school catalogue can be found at <https://uk.accessit.online/dnb00>. The library system is integrated with Microsoft Office and so all staff and students who are enrolled with the school have an account on the system and access to its features which include:

- Writing book reviews
- Adding interests to their profile
- Making reservations
- Viewing the catalogue
- Making reading lists

Reservations made using the LMS are kept under the student's name for one week before they are either returned to their shelf and/or given to the next person in the queue for the book.

### *Newsletter*

The library releases a monthly newsletter during the school year that features articles written by the librarian and students and staff who wish to volunteer. The newsletter, *On the Shelf*, is available in print form from the library and in ParentMail.

### *Activities*

The library hosts activities throughout the year depending on the time of year. These activities include but are not limited to crosswords, wordsearches, and scavenger hunts.

## 1.4 Induction for new students and staff

The librarian hosts workshops in the beginning of the year on how to operate the LMS for new staff and new students.

## 1.5 Code of conduct

Students who use the library are expected to adhere to the following rules:

1. No food or drink, except for water, are to be consumed in the library at all times.
2. A respectable level of noise is to be held in the library at all times.
3. Students are not to move books around outside of their assigned space.
4. Students are not to borrow books that are considered above their age range unless a parent has written a letter of consent for this to happen.
5. The use of mobile phones is not permitted through the school, and therefore the library does not allow the use of mobile phones either. Only Sixth Formers, as outlined by the school rules, are allowed to use their phones while they are seated in the library.
6. Library materials are to be handled with care – reference materials are not to be borrowed and are to be handed back to the librarian for proper shelving and record keeping upon use.
7. Library materials are to be returned within their due date.

Students who fail to follow these rules will be asked to leave the space and disciplinary action will be taken after consultation with school management.

### *Overdue books*

Students who have late books are not permitted to borrow another book until their overdue book has been returned.

The LMS automatically sends emails to students regarding their overdue books, and the librarian's first step is to contact form tutors with the student's name and the title of the overdue book. The third warning email sent will be to students, parents/guardians and form tutors.

The LMS also sends underdue emails, reminding students with three days left on their book to renew or return their borrowed material.

## 2 Collection Development Policy

### 2.1 Characteristics of the collection

The library is comprised of the following sections:

- Fiction, which is borrowable by all year groups and all ages
- KS4 Fiction, which is borrowable by Y10 and above
- Senior Fiction, which is borrowable by Sixth Formers only
- Non-Fiction, which is borrowable by all year groups
- Reference, which are non-borrowable books
- Pedagogy, which are borrowable by Staff only

### 2.2 Selection policy

Books are bought using curated services such as Peters, Browns and Scholastic to ensure that the material is relevant to the current curriculum specifications and appropriate for school age children's reading habits.

### 2.3 Collection review

A collection review is carried out termly, wherein the librarian goes through the books to see which are being borrowed more of and which are not being borrowed at all. Books are then removed and donated if they are not being borrowed or if they are in bad condition.

The collection is also reviewed in terms of contents such as genre, in which genres that have a low number of material within them are prioritised for expansion.

### 2.4 Gifts and donations

The library accepts donations from companies, students, ex-students, and members of the local community, as long as the books are

- A. In good condition
- B. Appropriate for secondary school children

## 2.5 Challenged materials

If a parent or guardian believes that a book is inappropriate for the library, please contact Ms Zammit ([zammitv@denbigh.net](mailto:zammitv@denbigh.net)) and/or her line manager Mrs Martin ([martinr@denbigh.net](mailto:martinr@denbigh.net)) to discuss the book and why it should not be included in the library stock. If, after speaking to other school staff such as the Headteacher (Dr Andrea Frame) and the Head of English (Ms Jo Booth), the book has been deemed appropriate, it will stay in the library. Students will also be consulted regarding the material of the book. However, if after said discussions the book has been deemed inappropriate, it will be removed in the proper fashion. In either case, the person who placed the challenge will be informed of the school's decision.