



# LRC & LIBRARY POLICY

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## **INTRODUCTION**

The purpose of the Learning Resource Centre (LRC) and Library is to provide a supportive and enriching learning environment for all students and staff. This policy outlines the guidelines and expectations for the use of the Library resources, the facilities and the services provided by the Librarian.

## **MISSION STATEMENTS, AIMS AND OBJECTIVES**

### **Mission statement:**

The Worthgate School is an international boarding school that goes beyond the classroom to inspire and empower students to contribute positively to our world, achieve academic success, and thrive in life. Central to this mission, The Worthgate School Library offers an inviting, dynamic learning environment within the Learning Resource Centre (LRC), providing essential services and resources that promote information and digital literacy, as well as a love for reading, to support both students and staff in their academic and personal growth.

### **Aims and Objectives:**

In providing opportunities for both collaborative and independent research and critical thinking, the LRC aims to enable students to become proficient learners in accessing information in the 21st Century. It aims to encourage the use of both the physical and virtual spaces that give access to a wide range of print and digital resources 24/7. We aim to teach and develop life-long study skills including those related to academic honesty and the use of AI to navigate the overwhelming maze of information and misinformation available to today's learners. The objectives listed below support the development of the Worthgate Characteristics:

- The Library and LRC will maintain a comprehensive collection of resources, including books, journals, databases, and digital materials, to support the diverse needs of our school community.
- The educational resources will support both the academic and pastoral curriculum, and users will be encouraged to explore and utilise the available resources to enhance their research, learning, and personal growth.
- Reading materials will be available at all levels to help students improve their language and literacy skills.
- Workshops, 1-to-1 tutorials, and other educational initiatives will be organised to promote digital literacy, critical thinking, and ethical use of information and AI software.
- The LRC will provide a quiet zone for individual study, research, reading and revision in addition to a study space that encourages communication in group and collaborative study sessions.
- The Library and LRC will feature informative displays that are updated regularly to encourage open-mindedness and reflect the diversity and inclusion of our school community.

- The Librarian will work in close collaboration with the teaching staff and the Senior Leadership Team (SLT), as well as foster links with the boarding and pastoral teams, to provide a whole school community resource.
- Students will leave Worthgate with a comprehensive toolkit of study skills and strategies that will equip them for university or the next stage in their education.
- As a certified International Baccalaureate (IB) school, in line with the programme standards and practices, the Library and its resources will play a central role in the implementation of the International Baccalaureate Diploma Programme (IBDP) and will have enough appropriate materials to support its implementation. (IBO, 2018).

## **LIBRARY STAFF**

The School Librarian and Learning Resource Centre Manager works part-time (0.6), term time only and is accountable to the Assistant Principal Academic.

The Library is supported by student Librarians who can volunteer at any point during the academic year. Together, under the direction of the Librarian, they help with the everyday running, administration, development and promotion of the school Library within the LRC.

The Librarian is scheduled each week to teach research and referencing skills to students undertaking the AQA Level 3 EPQ and the IBDP Extended Essay, as well as provide class workshops across all the programmes of study and offer 1-to-1 support as needed.

## **OPENING HOURS AND ACCESS**

The school Library is located within the LRC on the ground floor of the main building at 68 New Dover Road. It is open to students and staff from 08:30 – 17:30, Monday to Friday, term time only.\* Staff can access the facilities outside of these times when the building is open but should be aware it is closed at 18:00 on weekdays and is not open at weekends and the Christmas holiday.

The Librarian is available at the enquiry desk at breaktimes Tuesday to Thursday. They can be contacted at other times on these days via email or on Teams if not at their desk. Any changes to these opening hours will be communicated to students and staff via Teams and school bulletins.

\* 8am on Wednesdays for Breakfast Book Club

## **LRC FACILITIES**

- The LRC is made up of three main areas: the study area, the quiet zone and the Library. The total area can accommodate 50 students: 36 in the study area and a further 14 in the quiet zone.

- The different areas can be booked for specific lessons and activities by emailing the Curriculum Officer who is responsible for school timetabling and rooming.
- There are five school computers in the main study area and one in the quiet zone. The LRC, like the rest of the school, offers regulated WiFi access.
- A networked multi-function device (MFD) is available to print, photocopy and scan documents.
- Equipment includes an A3 laminator, binding machine, long-armed stapler and heavy-duty whole puncher in addition to general stationery and desk items for student and staff use.
- The Director for Higher Education's desk is located in the LRC along with a wide selection of current university prospectuses and associated literature.

## LIBRARY RULES

The Library adheres to the school's Student Behaviour Policy. The Library computers are to be used for educational purposes only and students must respect the school's Acceptable Usage Agreement within the Student Charter. Library rules regarding behaviour and respect are explained in terms of 'Library Expectations' and these are displayed throughout the LRC. These are subject to change when necessary. Students who fail to comply with these expectations will be sanctioned in accordance with published school procedures.



## LIBRARY SERVICES

## INDUCTION

All new students and staff are given a Library induction which outlines opening times, facilities, borrowing procedures and Library expectations. It includes a visit to the LRC and a brief introduction to how the books and print resources are organised. They are shown the fiction and graphic novel sections and how the Dewey Classification system is used for the non-fiction section.

Everyone is enrolled onto Accessit, the combined Library management system (LMS), online platform and app which enables users to search the Library catalogue for print and digital resources, as well as use OneSearch for direct access to the school's database subscriptions and educational websites. They are given information about the school eLibrary hosted by ePlatform and online academic materials available to them. This is followed by 1-to-1 demonstrations and personalised Q&A sessions for anyone needing help using the systems.

## **LRC & LIBRARY USE**

The LRC is used during class time by senior students for individual study/ research/ reading in their free periods.

UCAS lessons run by the Director of Higher Education regularly take place in the study area.

Weekly research lessons and study skills sessions take place in the quiet zone.

Provision is made for English teachers to bring their Pre-GCSE, Pre-A Level and AEM classes to the Library to choose books once a week and for language teachers to bring their classes to make use of the French and Spanish resources and selection of dual language books. All students completing an Extended Project Qualification (EPQ) or the IBDP Extended Essay and Theory of Knowledge (TOK) have timetabled access to the Library.

The Librarian is available to assist with research projects, referencing, plagiarism concerns, ICT-related issues, and general library enquiries, including browsing and borrowing books.

Students are supported as required on the use of the computers and printing facilities available in the LRC.

## **BOOK CLUB**

A breakfast book club is held in the LRC before Personal Tutor time at the start of the day. The aims of the club include:

- Fostering students' love of reading and enhancing their reading skills.
- Developing their capacity to voice their opinion and form arguments.
- Encouraging them to develop their critical thinking skills through activities such as book reviews and Q&A sessions.
- Providing a friendly space where they can discuss and exchange ideas in an informal setting.

## **LITERACY EVENTS**

The Librarian works with members of the teaching and boarding staff to organise events throughout the year such as World Book Day. They are a member of the National Literacy Trust and Schools Library Association and uses their resources, research, best practice and professional development when planning the information displays, book collections and activities which link to literacy events and awareness days throughout the academic year.

## **LIBRARY LOANS**

### **ISSUES, RENEWALS & RETURNS**

Students and staff may borrow up to five items from the Library for up to three weeks at a time. The items will be issued by the Librarian using the Accessit Library Management System if present at the enquiry desk.

In the absence of the Librarian, students and staff can self-issue by completing the paper-based recording system available on the enquiry desk.

The Accessit web app will be trialled to self-issue using the scanning facility on mobile devices from January 2025.

Items may be renewed if they have not been requested by another student.

Any borrowed Library materials should be returned on time and in good condition. They should not be returned directly to shelves. The 'book returns shelf' may be used if the Librarian is not at the enquiry desk.

All items should be returned by the end of the academic year in which they were borrowed.

EBooks can be borrowed directly from The Worthgate School eLibrary or via Accessit. Two eBooks may be borrowed for two weeks at a time. The eBooks are automatically returned if not renewed by the end of that period.

## **OVERDUE LOANS**

If a student fails to return a borrowed item on time, they will be contacted on Teams and via their school email and informed they have a book which is overdue. It can then be returned and reshelfed or renewed by the Librarian if still needed and not requested by someone else.

If there is no response to this initial reminder, personal tutors and/or boarding house parents will be advised and asked to remind the student that they have an overdue book from the Library.

Financial compensation will be required for lost or damaged items so that they can be replaced.

## **COLLECTION MANAGEMENT**

The Worthgate School Library endorses the Joint Statement from the Chartered Institute of Library and Information Professionals (CILIP), the CILIP School Libraries Group (CILIP SLG) and the School Library Association (SLA): Censorship and Intellectual Freedom in School Libraries. (CILIP, CILIP SLG and SLA, 2023).

## **SELECTION**

The Library collection is designed to support the needs of our school community. It includes fiction, non-fiction, graphic novels, Manga, and a selection of books for learners of English as a foreign language which corresponds to the Common European Framework of Reference for Languages CEFR.

It also includes several general interest magazines, as well as academic journals and periodicals related to the curriculum taught at Worthgate. Other subscriptions support students applying for university degrees such as medicine, law, international relations and economics. The Library does not purchase newspapers, but students and staff are able to access The Day, an online daily newspaper for young people. There is a small selection of books designed for dyslexic and reluctant readers published by Barrington Stoke. Many of the resources are available in both print and digital formats.

The Library subscribes to the online database JSTOR, which provides a digital Library of over twelve million journal articles, books, images and primary sources and research platform for students and staff.

The main language represented in the collection is English. The other languages represented reflect the nationalities of the students and support those undertaking the IBDP.

The Librarian holds responsibility for the selection and acquisition of new materials. A key priority is to diversify the Library collection in conjunction with the school's Diversity Committee initiatives.

The selection aids used are varied and include: student and staff recommendations; university reading lists for pre undergraduates; literary prize winners; the School Librarian (TSL) Journal; literary and young adult blogs and websites; local bookshop and online book providers; other school Library blogs and websites; publisher catalogues; IBO documentation.

## **BUDGET**

The school Library budget is determined by the Senior Leadership Team in consultation with the Librarian. It is spent in the way deemed most appropriate to reach the Library's objectives and must cover:

- The purchase of new or replacement materials.
- The renewal of periodical subscriptions.



- The purchase of any equipment required for the management of the Library.

Aspects not covered by the Library budget include:

- The maintenance of the Library ICT facilities (computers and printers).
- The fabric and furnishings of the building.

The budget is reviewed at the end of each year.

## **FICTION COLLECTION**

Worthgate students are the main audience for the Library's fiction collection. Their needs are thus addressed as priority when selecting new materials for the fiction collection. The selection process for works of fiction relies mainly on the Librarian. Much effort is put into selecting items combining good quality of writing with popularity. If students make recommendations, these are examined against rigorous criteria. Recommended items are not automatically purchased.

The criteria used are:

- Appropriateness – to suit students' ages, interests and international cultures.
- Reading levels – to suit students' EFL reading levels.
- Variety of points of view – to reflect the world's numerous communities and promote open-mindedness.
- Variety of genres and formats – to develop students' literacy skills.
- Variety of tones – to enhance students' ability to empathise with others.

Price can be a criterion. If a title is first published in hardback, it may be bought at a later date when a more economical, paperback edition is published.

## **NON-FICTION COLLECTION**

The selection of non-fiction items is predominantly a collaborative enterprise between the Librarian and the teaching staff. Attention is given to potential gaps in the collection. Few or no new resources will be purchased in an area already satisfactorily covered if money is needed to expand another area of the curriculum.

## **COLLECTION REVIEW**

The school Librarian undertakes regular collection review (weeding) to decide which items to remove. Factors include: condition; relevance; circulation; information which represents inaccurate views of history; information which presents sexist, racist, offensive or stereotypical images and characterisations. If such items are identified, they may be selected for disposal, or repair if damaged,

at the Librarian's discretion. Books that are suitable for donation will be taken to Books2Africa. Items deemed too damaged to be kept might be replaced if they are regularly used, such as popular fiction titles.

Where available, reports are generated and used to determine the usage of online databases and resources and whether to continue with a subscription.

## **GIFTS AND DONATIONS**

Many students traditionally donate books to the Library when they leave the school. These, and any other donations made to the Library, are appreciated. They must follow rigorous scrutiny before being added to the collection. The criteria used are the same as for new materials. If a donated item does not meet the criteria, it may not be added to the collection.

## **CHALLENGED MATERIALS**

If a member of Worthgate community objects to a particular item of the Library collection, they can make a formal complaint by contacting the Librarian. The complaint must state the title, author, and Dewey number (if applicable) of the item; and explain the reasons for objecting to the item. The Librarian will reply within a two-week period, explaining the reasons behind the addition of the challenged item to the collection. If the complainant is not satisfied with the reply, they will have to seek a meeting with the Librarian and a member of Senior Leadership Team (SLT) to discuss the issue. The meeting will result in one of the following: the item will be removed from the collection; it will be relegated to the stock only available on-demand; or it will keep its place in the general collection. During the entirety of the procedure the item will be maintained in its place and be available for loan.

## **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IBDP)**

The Worthgate School's philosophy aligns with that of the International Baccalaureate (IB) mission statement which "aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect." (IBO, 2023).

The Worthgate School Library supports the teaching of the IBDP which encourages "students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right." (ibid).

To this end, "The Library/ian supports all learners' and teachers' progress towards becoming better inquirers, consumers and creators of information." (IBO, 2023). Library services include a

comprehensive range of information literacy and academic skills workshops. These in turn support the IB Learner Profile which aims to develop learners who are:

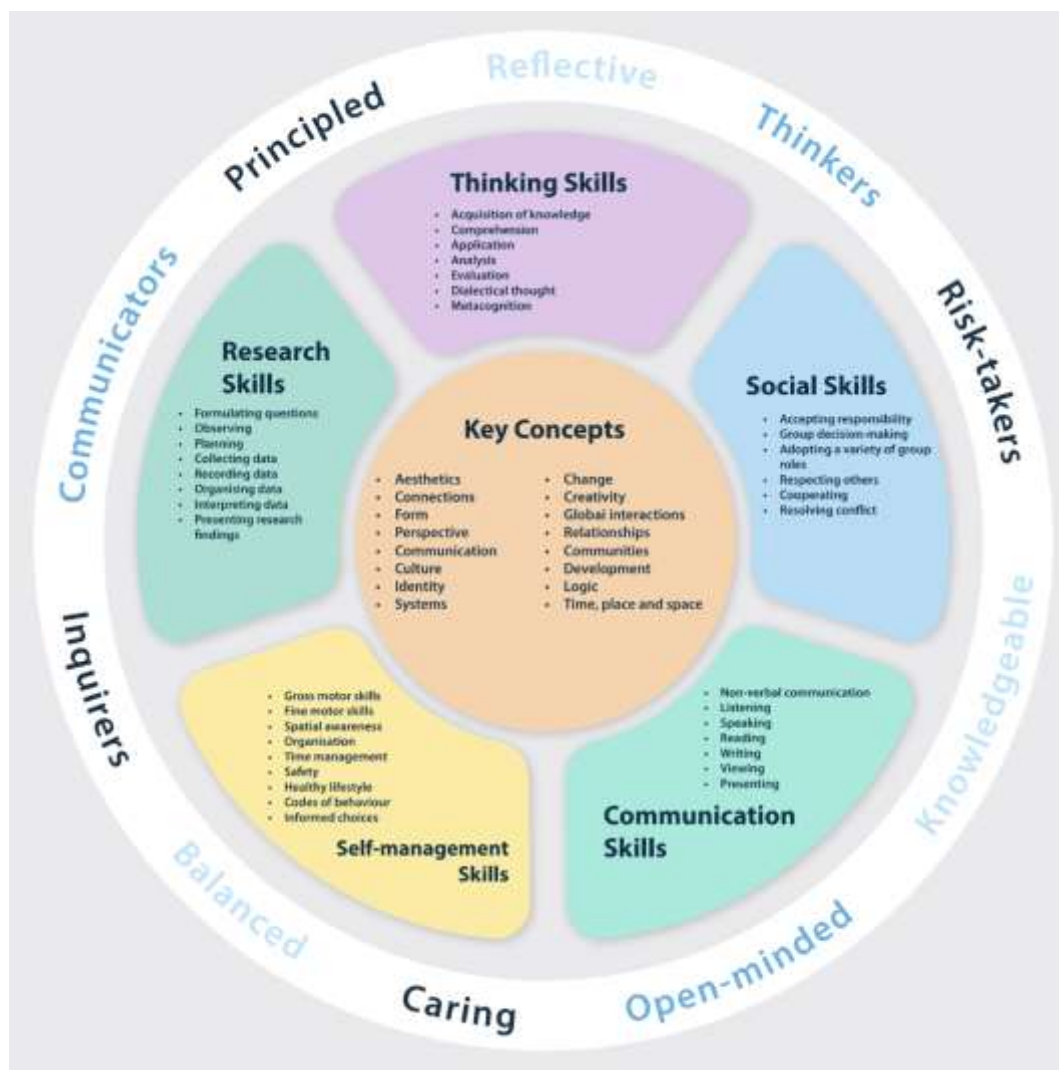
- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

The Worthgate School Library subscribes to the IB focus on Approaches To Learning (ATL) which is grounded in the belief that “a large influence on a student’s education is not only what you learn but also how you learn.” (IBO, 2014).

The five categories of interrelated skills aim to empower students to become self-regulated learners who know how to ask good questions, set effective goals, pursue their aspirations and have the determination to achieve them. These skills also help to support students’ sense of agency, encouraging them to see their learning as an active and dynamic process.

The five categories of ATLs are:

- thinking skills – including areas such as critical thinking, creative thinking and ethical thinking.
  - research skills – including skills such as comparing, contrasting, validating and prioritising information.
  - communication skills – including skills such as written and oral communication, effective listening and formulating arguments.
  - social skills – including areas such as forming and maintaining positive relationships, listening skills, and conflict resolution.
  - self-management skills – including both organisational skills, such as managing time and tasks, and affective skills, such as managing state of mind and motivation.
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## RELATED POLICIES

- Academic Honesty Policy
- Student Behaviour Policy
- IT Acceptable Use Policy

## REFERENCES

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