



Redland High School for Girls

LIBRARY POLICY

The principles by which the RHS Library is governed and run are as shown here:

- The Library should be a whole School resource, not just a private study area for the senior year groups.
- The role of the Library is to support teaching and learning within the School in its widest sense.
- The Library (and thus the Librarian) should be instrumental in providing Library and Information skills within the School as far as constraints of timetabling and curriculum requirements will allow.
- The Library should be instrumental in engendering and fostering a life-long enjoyment of books and reading.
- The Library has a role in providing books and other resources to support non-academic interests of both pupils and staff as far as is possible within the constraints of the budget and without jeopardising any of its formal educational commitments.
- The Library should provide an environment which encourages quiet private study and reading for pleasure but should also provide a pro-active educational environment in which active teaching and learning can take place.
- The Library should be able to reflect the wider world of information and technology in order to provide pupils and staff with the necessary skills and experience for research and independent learning which they need.
- The Library (and thus the Librarian) should recruit, train and encourage teams of pupil librarians who will benefit from the principle of Service to the School, from the additional skills they will learn and from the experience of working together as a team as well as providing useful and competent assistance to the Librarian.

The purpose of this section of the document is to amplify and illustrate the implementation of the policy according to current practice and usage.

Practice and Procedures

- The Library is officially open from 9.00am to 5.30pm Monday to Friday term-time only although in practice it is usually open from 8.45am.
- All pupils and staff (including non-academic staff) are members of the Library and are able to borrow items which are available for loan.
- Pupils from Years 7-11 are allowed up to six books on loan at any one time and pupils in the Sixth Form and staff may borrow up to ten books. These limits may be flexible at the Librarian's discretion.
- Books are the responsibility of the borrower until they are returned. No fines are charged in respect of overdue loans at the present time but books which are damaged beyond repair or lost are paid for by the borrower. Overdue notices are generated by the computer on a regular basis and are distributed to pupils via Form Tutors.
- Most books are freely available to all readers except for a proportion of the fiction collection which has been allocated adult fiction status. These items are marked with labels inside the books and the computer has a 'blocking' system which prevents younger readers from borrowing these items. The adult fiction is available for loan to pupils in Year 11 and above and members of staff.
- Reference materials, journals and periodicals and CD-ROMs may not be removed from the Library. Reference materials and periodicals may be taken from the Library for the purpose of photocopying (within the copyright licensing authority guidelines) if a photocopying slip has been issued and signed by the Librarian.

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