

Library Policy

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Signature of Chair	
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The Library at Fearnhill School is a flexible space in the heart of the school, with a wide and inclusive range of resources to support learning and teaching throughout the school. The Library aims to play a vibrant role in the development of a culture that promotes wider reading, motivated readers and learners for life. It provides a place for collaborative learning, creativity, and for developing independent research and information literacy skills. The Library is funded and accessible to the whole school community from Early Birds at 8am to an hour after school. Our Library promotes the love of reading by the regular supply of new fiction and non-fiction.

Aims of the Library

- To encourage students to read a wide and challenging range of material, catering for all levels of reading ability and interest
- To provide opportunities to discover the joys of reading by following events such as the North Herts Schools' Book Award and World Book Day, and promoting reading at every opportunity
- To provide and organise a wide range of appropriate resources, in terms of quantity, range, quality, relevance, currency, condition and cultural relevance, for the needs of staff and students
- To inform staff and students of these resources through displays, Fearnfile and reading lists
- To provide resources which reflect the diverse nature of our society and provide an understanding of our society by avoiding material which is in any way offensive due to racial or gender bias
- To provide equality of access to all Library users regardless of race, religion, gender, disability or Special Educational Need
- To continually monitor and evaluate the Library's performance to ensure standards are maintained and improved

Behaviour in the Library

Students are expected to respect the Library's resources and its users, in line with the whole school's behaviour policy and expectations. The Library is used for study, reading for pleasure and playing chess or board games and small student led clubs, so noise should be kept to a minimum (Level 2 – table voice). Good behaviour is expected at all times in the Library, and behaviour expectations are displayed on the school's behaviour ladder in the Library; should a student's behaviour fall below our expected standards they will be sanctioned in line with the behaviour ladder.

Support from Senior Staff

- The Librarian is supported by the senior member of staff on duty contacting the

Librarian at break and at lunch each day

- After school, the pastoral office is contactable to provide support

if required **Sixth Form Use of the Library**

- Sixth Form students may use the Library for quiet study unless it is in use by a class
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Use of technology in the Library

- There are six computers in the Library available to all students and two dedicated for KS5. We additionally have chrome books which students can borrow for learning
- All students must use IT responsibly in accordance with the school's Behaviour Ladder
- Playing computer games is not permitted at any time
- Students may use the computers before school, at break, at lunchtime and after school
- In line with whole school policy, mobile phones are not permitted in the library unless permission has been given by a member of staff

Loan of Resources

- Years 7-13 may borrow up to two items at any one time by taking them to Library staff to be issued.
- In the absence of Library staff, staff and students should sign out the book using the signing out sheet on the clipboard hanging behind the counter
- No books, or other materials, may be taken from the Library without being properly issued; this includes items being taken to classrooms
- Library staff reserve the right to ask for parental consent before issuing some materials to younger students, in line with student welfare and safeguarding policies
- The loan period for students is 14 days, and for staff 6 weeks
- Books should be returned or renewed by the date stamped on the 'date due' label inside the book.
- Books can be renewed by bringing them back or emailing library@fearnhill.herts.sch.uk and asking the Library staff to renew them
- If a book has been reserved by another borrower, it cannot be renewed
- Books should be returned by handing them into Library staff, or in the absence of Library staff, books should be placed in the green box on the desk. The books will then be promptly removed from borrower records by Library staff
- The Library system will automatically send reminder emails to students using their school email address. Students in Year 7 and 8 will also be reminded of overdue books during library lessons with the remaining students being reminded by form tutors. Once a term, form tutors will be issued with an overdue list for their form. We don't charge for

overdue books; we just want them back

Lost or Damaged Books

If an accident should happen and in order to keep the library well stocked, diverse and interesting, parents will be contacted by letter asking for a £2.50 payment to cover the replacement cost of the item; this payment is managed by the school's Business Manager using the school's financial processes.

The library will continue to loan books to students over holiday periods as we recognise the impact that continuing to read during holidays has on a student's progress. However, in order to prevent losing our stock, we expect overdue books to be returned to the library in September. Students will be reminded in school and should a book not be returned, it will be considered lost and parents will be contacted by letter asking for a £2.50 payment per book to cover the replacement cost of the item; this payment is managed by the school's Business Manager using the school's financial processes.

Library Lessons

Students in Years 7 and 8 will visit the library once a fortnight for a reading lesson, and can select books from our fiction or non-fiction sections to read for pleasure.