

Kings Langley School



LRC and Learning Resource Management Policy

Review date: Feb 2020



1. Rationale

The Library Resource Centre will contribute towards the school's mission of ensuring the happiness of every individual in our school community by providing opportunities for growth and excellence through the education of the whole person.

Providing access to high quality resources for students and staff across the school supports the school community in achieving excellence, both inside and outside the classroom. Reading and researching for pleasure supports personal growth and character development (stickability, empathy and self-regulation), and develops research and study skills. The continuing emphasis on independent learning and the investigative approaches of GCSE and A Levels mean that the LRC has a central educational role within the school.

2. Purpose of this Policy

- To establish the LRC's role as a resource centre at the foundation of the curriculum, and to communicate that role to stakeholders.
- To maintain and improve the LRC as a whole-school resource, supporting students' recreational reading, education, and information literacy development.
- To provide a means of evaluating the LRC service.

3. Guidelines

3.1 Access and inclusion

- The LRC will be inclusive and welcoming to all.
- The LRC will support all students, staff, and other members of the school community through its services and stock.
- The LRC will maintain opening hours that provide access to all students and staff throughout the school day.

- The LRC has a duty to support, promote and encourage reading for pleasure across the school. This will be facilitated through events, displays, reading lists, and more.
- The LRC space may be booked by staff for teaching whole classes, small groups, or tutorials.
- Students may be sent to the library for respite or pastoral needs, but students who have been removed from lessons for poor behaviour (Fast Action or otherwise) may not be sent to the library, and no student should be sent to the library as part of a sanction.
- The LRC will provide at least one after-school activity for students per week, such as the current book group, games club and voluntary prep sessions.
- Links with external groups and partners will be fostered as appropriate, to enhance and support the LRC's services and resources. These may include professional networks, public libraries, other schools, vendors and publishers.
- The risk assessment for the LRC will be reviewed and updated regularly in line with school policy and practice.

3.2 Collection Management

- The Learning Resource Manager will be responsible for collection development and management, selecting resources to compliment and support both the curriculum and reading for pleasure across the school, taking into consideration the suggestions and requests of staff and students.
- The LRC will hold a collection of sufficient size and scope to support the school. Following the recommendations of CILIP and the SLA, the LRC will strive to stock thirteen books per student (fifteen per Sixth Form student), with an annual replacement rate of 10% and an average stock age of less than ten years.
- Course textbooks will only be provided for LRC use in cases where a copy has been supplied to the LRC by a staff member or department.
- The LRC will not knowingly accommodate materials that are reasonably felt to be of a discriminatory or otherwise inappropriate nature. However, materials of merit will not be excluded simply for containing challenging content, or for discussing adult themes.
- The Learning Resource Manager will conduct an annual budget review, and bid for additional funding as and when necessary to ensure the LRC remains well-stocked and maintained.
- Stock—including digital and online resources—will be reviewed regularly for currency and deselected, updated or replaced where necessary. Deselected titles will be re-used within school or offered to students where appropriate. Titles remaining after this process will be disposed of via recycling or reuse, in partnership with external groups.

3.2 Online provision

- Online access to information and resources from the school LRC will be made available wherever possible, including maintenance of relevant pages on the school website

- The LRC will secure access to appropriate e-resources for students.
- The LRC will use social media to promote itself and engage stakeholders.
This should be read in conjunction with our e-safety policy and ICT agreements

3.3 Resource restrictions

- Parents or guardians are respected and valued LRC stakeholders, but the LRC will not necessarily comply with any requests from a parent or guardian to place limits on their child's access to LRC services and materials. The LRC's primary service duty is always to the student.
- Students will be permitted to borrow any book or other resource of their own selection with the exception of audio-visual content, for which the ratings given by the British Board of Film Classification will be used as a restrictor. Students will be permitted to borrow audio-visual resources of any classification if prior consent, in writing, is given by their parent or guardian.
- Where students wish to borrow books that may contain graphic or disturbing content, the librarian will advise students of such. However, many circulation transactions take place without the librarian being present, and the librarian cannot be aware of all potentially offensive or upsetting content. Library resources will not be censored.
- LRC users are expected to comply with the prescribed lending arrangements, including care and return of resources. Prompt payment of replacement costs for lost or damaged books will be required. The LRC may decline to issue resources if a student has an outstanding overdue item, or a record of repeatedly misusing LRC materials.

3.4 Information Literacy

- The LRC will provides services and resources to assist students in developing a high level of information literacy and online proficiency. This provision will include coverage of research techniques, assessment of sources, referencing, and avoiding plagiarism, as well as any other developing concerns or needs related to research.
- Information literacy training will keep pace with the rate of technological change, to ensure it is sufficient and relevant.

3.5 Evaluation

- Regular reports on the LRC will be produced by the Learning Resource Manager, and relevant data will be tracked to show impact.
- Regular monitoring and evaluation of this policy will be carried out by the Learning Resource Manager in consultation with the LRC line manager and the Senior Leadership Team.