



## Newstead Wood School Library Policy

### Contents:

1. Behavioural expectations and sanctions
2. Opening hours
3. Issuing and Returns policy
4. Late policy
5. Reserves policy
6. Lost or damaged book policy
7. Mature/ challenging book content
8. Student librarians
9. Requesting and Donating books
10. Fire alarm policy

### Behavioural Expectations and Sanctions

- Students are expected to speak to librarians and each other in a respectful manner.
- The only speaking permitted during study periods (periods 1-5), as well as before and after school, is whispering when necessary.
- During lunch and break times, students may speak with each other at a low volume.
- During lunch and break times, students are expected to be working or reading quietly. In order to maintain an environment conducive to study, students not working or reading may be asked to leave.
- Students are not permitted to move chairs in the library unless a librarian expressly says otherwise.
- Eating and chewing gum are not permitted in the library.
- Bottled water is allowed for all year groups.
- Only sixth form may drink hot drinks in the library, and then they must be in a lidded container.
- Due to fire regulations, students are not permitted to sit on the floor in the library.
- During the Covid-19 pandemic, all students (barring those who are exempt) must wear a face covering in the library unless advised otherwise.
- If rules are repeatedly broken, librarians will issue students with several warnings. Once a final warning has been issued, if the rule is broken once more, the student/s will be asked to leave the library and find somewhere else to study.
- If a student is asked to leave the library several times for not adhering to the rules, the student will be asked not to return to the library for a period of days as determined by the librarian/s.
- In accordance with overall school rules, students are not permitted to use mobile phones in the library.

## **Opening Hours**

- The library is open 7.30am-6pm during term time.

## **Issuing and Returns Policy**

- Books can be issued to all students and to staff.
- The library service is free for all members of the school to use.
- The number of books students can borrow at a time varies by key stage:
  - KS3 – 4 books
  - KS4 – 6 books
  - KS5 – 8 books
- There is no limit for the number of books staff are able to borrow.
- Each book is automatically issued for a two-week period (unless the due date would fall in the holidays, in which case the book would be due back on the first day students are back in school.)
- Books can be renewed up to twice by students themselves, without the librarian/s physically seeing the book. This can be done via the library software system, Accessit. Subsequent renewals must be made by a librarian.
- There is no limit for the amount of times a book can be renewed by a student.
- Books must be returned either to the yellow returns tray on the front desk in the library, or to the drawers in reception labelled 'Library Book Returns.' Returns must not be placed on the shelving trolley or on the shelves themselves.

## **Late Returns**

- There is no sanction for a book being returned late, provided the student has not lost the book, and is in years 7-12 with no intention of unenrolling.
- If a book is overdue and has not been returned, the borrower's form tutor will be informed monthly. Less formally, students may be asked about overdue books when they come to the library desk.
- If a book is overdue and has been reserved by another student, a recall email will be sent.
- Automated overdue emails are sent to students weekly.
- If an overdue book is not returned by the end of the academic year, the students' parents/guardians will be contacted to return the book or replace the book at their cost

## **Reserves**

- Books can be reserved by borrowers by using the library software, or by asking a librarian to do this for them.
- Once a reserved book becomes available, the borrower who reserved the book will receive an email informing them that the book is ready to collect.
- If there are several borrowers in the reserve queue for a book, the queue automatically puts these borrowers in order of when they placed the reserve.
- Reserved books are kept in piles according to year group, on the front desk.
- To collect a reserve, borrowers must come to the desk and state their name and year group so that the book can be issued out to them.

- A reserved book will remain so for two weeks, which will be noted in the borrowers automated reserve email. If borrowers do not collect their reserve/s in this period, the book/s will be reshelfed. Borrowers will not be notified of this as it is an automatic process.
- There is no limit to the number of books a borrower can reserve at one time.

### **Lost or Damaged Book Policy**

- If a borrower loses a book, they will be asked to replace the book at their cost.
- The replacement can be second hand, provided that it is in good condition.
- No other sanctions are in place for the loss of a book.
- If a book is returned damaged beyond repair or to the point where it is illegible, and it is deemed to be the fault of the borrower, the procedure of replacement is the same as if a borrower loses a book.
- If a book is returned damaged beyond repair or to the point where it is illegible, and it is not deemed to be the fault of the borrower, no sanctions will be given. The book will be withdrawn from stock.
- Students are not expected to try to repair books themselves.

### **Mature/ Challenging Book Content**

- Librarians will research donated and new books to gauge content appropriateness
- Books considered to have mature or challenging themes/ content will be stickered, warning that the content may disturb or upset some readers
- Librarians will take all reasonable measures to do the same with books already in stock
- Students will be verbally warned at the desk if a book may be disturbing or upsetting. If a student is advised not to take a book, but still wishes to borrow the book and comes across something while reading that distresses, disturbs, or upsets them, they are expected to stop reading the book and return it to the library at their first convenience.
- The same applies for any and all books in library stock, as distressing and disturbing content can be subjective.

### **Student Librarians**

- Students can apply to be student librarians at the beginning of the academic year. The appropriate year groups will be sent a Microsoft form to fill in, and 10 successful candidates will be chosen.
- We are currently trialling the student librarian programme with year 8s.
- We have 10 year 8 students in the role of student librarian, with 2 students manning the library desk etc. on each day of the week.
- Currently the plan is to keep the same year 8 librarians for the duration of the academic year; however, this is under constant review.
- In future, student librarians may be chosen from year groups other than year 8.
- Students are welcome to register their interest in the position and thereby be placed on a waiting list. If any student librarians no longer wish to fulfil their role, the position will go to the first person on the waiting list, and so on.

### **Requesting and Donating Books**

### Internal Donations

- We are more than happy to receive quality donations of books/ magazines, DVDs from students/ staff
- To donate a resource, simply bring it to the library and inform a librarian that the resource is a donation

### External Donations

- The library has an Amazon wish list, updated frequently; containing all books we wish to have in stock. This can be accessed via the link in the Head's Update, the link in the library newsletter, or upon request.
- To donate a book to the library via Amazon, choose the desired title from the wish list and follow the subsequent prompts.
- The name of the donor, and the date the book is received, will be written on the inside cover of the book, unless they wish to remain anonymous.

### Requesting Books

- If students wish to suggest/ request a book they'd like to see in the library, they are welcome to write the details on a piece of paper and drop it into our suggestion box.
- Requests are then added to the Amazon wish list, as well as a master spreadsheet. These books will be priorities to buy once the budget is available.

### **Fire Alarm**

- In the event of a fire alarm, students will be asked to:
  - Close any windows close to them
  - Leave belongings behind
  - Calmly and quickly exit through the library's main door (on the left-hand side as seen from behind the main desk), proceed all the way down the stairs and out through reception, turn right and proceed up through the car park, making their way to the sports field.
- Library staff will shut any remaining windows, check both the Languages room and Archive cupboard for students, and check the rest of the library for students.
- Once satisfied that the library is empty, library staff will join the rest of the school body on the sports field.