



## HALLIFORD SCHOOL

### LIBRARY POLICY STATEMENT - 2008/2009

Halliford School Library is designed to provide for the students a quiet, comfortable, safe area suitable for effective study. There are selections of materials available to be accessed or borrowed which are useful and interesting. The library is open between the hours of 8.00am and 3.45pm. The librarian is present and able to answer pupil's questions, especially during morning break, lunch hour and before school. The library can be booked by staff to use for lessons which wish to make use of library facilities.

Between 4 and 5pm, the Library is used as the prep room for pupil's homework purposes and all Library resources are available to them. Prep is supervised by a teacher.

At present the Library contains in the region of 6,000 books and the collection is undergoing a process of being updated and old stock weeded out. There is a large non fiction section, suitable for all ages, which can assist students in general study, projects and homework. Material in all major examination subjects is continually updated and suggestions from both students and members of staff are put into effect as soon as possible.

There is a solid collection of reference books offering factual information in all subjects and this again is updated when necessary. There are books in both the ordinary non fiction and junior non fiction section which deal with social and moral issues thus supporting PGCE studies. All non fiction books are classified using the Dewey Decimal System.

The Library fiction is divided into Junior and Senior Fiction which are housed at opposite corners of the room. We try to provide a varied selection of books in both areas, a combination of core texts, holiday readers, classic fiction and what is currently popular with students.

There is a Careers section in the front right hand corner. This contains leaflets from a myriad of potential employers as well as some University prospectuses and UCAS information. Spare careers booklets are kept separately in the Archive room.

There is a drop down screen and speakers opposite the Librarians desk that is used when necessary for video conferencing.

At the start of year 7 the Librarian holds an induction lesson to teach new pupils how the library functions and encourage them to use it. All first year classes have a reading lesson every week (either in the library or classroom.) and it is therefore important that there is a variety of attractive, lively fiction (and some non fiction) to engage their interest. There is no policy of censoring material, however, the librarian allows only suitable materials to appropriate age groups and if in doubt seeks advice from the Headmaster.

Books are purchased throughout the year from various sources with the largest order coinciding with the start of the academic year. A large part of our supplies are bought from Turner Books where a good discount is offered and the service is very helpful. The Library will run a book fair once a year to coincide with World Book week. Scholastic provide all

materials and any profits are used to purchase more books for the library. The objective is to fill stock gaps and be constantly aware of new publications.

In addition to the Librarian's computer, the library has six further computers available for pupil's use all of which have internet connection. These are situated around the edge of the library so as to ensure valuable reading/working table space stays in the central area. These use Windows XP and have all the latest software. The pupils can use them to search for, reserve and review books contained in the library, research projects and to type up work. The Library is fully computerized with the Eclipse finger print recognition system.

These computers are linked to the Library printer thus enabling pupils to print, in black and white, any home or coursework. It doubles as a photocopier for any one off or multiple copies necessary and has a scanning facility. Colour printers are available in different departments throughout the school.

The Library currently provides 5 daily newspapers, The Times, The Daily Telegraph, The Independent, The Guardian and The Financial Times. The weekly local paper, The Sunbury and Shepperton Herald, the weekly edition of The Stage and the weekly 'First News' children's newspaper are also provided. The Library subscribes to a variety of magazines which cater for current affairs and different interests; these include Focus; The National Geographic; The Economist; The Spectator; World Football; Rugby World and PC Advisor. The librarian regularly scans the newspapers and magazines for any articles pertaining to the curriculum and passes them on to relevant subject heads. The Library has just started publishing its own small Newsletter, once a term: 'Read and Riot' which welcomes input from all pupils, is distributed to year 7 and is available to any other student to collect from the library.

Every Thursday lunch time the Library runs a book club in conjunction with the English dept. It is open to members of the lower school only and we experiment with different genres, literary styles and creative writing exercises.

At present the Library has six voluntary pupil monitors, from different year groups. They come in on a rota system during break and lunch to learn about and assist with the smooth running and general maintenance of the Library. They also help to compile and edit Read and Riot and with the promotion, marketing and efficient running of the book fair.

In conclusion, the library should be a comfortable, pleasant area for study and enquiry which endeavours to supply those who use it with what they need in the way of information through books, papers, magazines or computerized information.