Testwood School

Library Policy

Key Responsibility area:	JH
Last Review:	October 2026
Next Review:	October 2027

Revision History

Version	Date	Amendments	Initials
V1.0	20.10.25	New Policy	JH
V1.1	0710.26	Revision dates updated	JH

Contents

1. Purpose and scope 2
2. Aim 2
3. Provision 3
4. Library Expectations.....4
5. Safeguarding.....4
6. Resources Management 5
7. Reader Development and enjoyment.....7
8. Library Activities.....7
9. Library Budget.....7
10. Monitoring and evaluation.....8
11. Support and partnership.....8

1. Purpose

The Learning Resource Centre, which includes Testwood School Library is a central resource which supports the whole school curriculum and ethos, where a spirit of enquiry is encouraged to engender lifelong interests and passions.

Whilst libraries and learning resource centres are not statutory in schools, they are considered an essential service providing support to teaching and learning throughout the school. Testwood School is committed to providing a Learning Resource Centre which is a vibrant, dynamic, relevant whole school resource, comprising a fully stocked library and extensive computer resources. Testwood LRC provides a wide selection of books, informed personnel, workspaces and access to technologies, which overall serves the independent learning needs of our students and staff.

This policy is intended to:

- provide an overview of the essential role the LRC plays within Testwood School,
- outline procedures and guidance to enable the smooth running of the LRC, now and into the future.
- reflect the existing aims, objectives and ethos of Testwood School.

2. Aim

The library aims to support teaching and learning across the whole school. It provides a welcoming, vibrant and engaging environment, promoting a love of reading and curiosity for knowledge; contributing to the cultural, mental and physical development of students, whilst always keeping the ethos of the school in mind.

In line with these aims the department will:

- Develop, maintain and provide access to a collection of resources that is appropriate to the needs of students and staff.
- Support the curriculum taught in school, and reflect the academic ability of all the students.
- Stock resources which reflect extracurricular activities at the school and the leisure pursuits of students
- Make best use of the allocated library budget when planning library provision
- Promote understanding of the resources available in the library
- Ensure students and staff can effectively access resources

- Raise the profile of the library and its resources through participation in local and national activities and schemes

3. Provision

Head of Department - School Librarian.
Line Manager - Assistant Headteacher.
Student support - Team of Student Librarians, Yr 7-11. Including more experienced Senior Student Librarians.

LRC Opening Hours

- Mon-Thurs 10am to 4pm, Fri 10am to 3pm.
- LRC remains open until 5pm for Yr 11 revision.

Students and staff are able to use the facilities throughout the school day, and are encouraged to do so during their free time at break-times, lunchtimes and after school. This provides the school community with access to the LRC and its facilities for non-curriculum usage.

During morning break and lunchtimes the LRC requires the librarian and another member of staff on duty, if this is not possible the LRC will be closed. There may be other times when the library is closed; for meetings, training sessions or visiting speakers. If possible this will be communicated to students and staff in advance.

The LRC is open only to Yr 11 during wet break and lunchtimes.

Accommodation
The nature of the LRC means it is a versatile space, used in many different ways. It gives staff and students access to the following:

- The LRC has two sections, A and B.
- Section A - Teaching capacity is 8 large tables giving space for 48 students, 16 desktop computers.
- Section B - Teaching capacity is 48 desktop computers.
- Meeting and training venue.
- Seating for quiet reading.
- Quiet study tables.

Sections A and B can be booked by staff through the online IT booking system.

Resources
The LRC gives staff and students access to a wide variety of resources:

- Fiction and Non-Fiction books, Graphic Novels and Dyslexia friendly texts.

- Careers Library with college and university prospectuses, along with additional literature to support post 16 education and career options.
- Revision section - all guides relevant to qualifications on offer.
- A variety of online resources including the Library catalogue, e-books, newspapers, magazines and selected teaching resources.
- 64 desktop computers.
- Black and white printing capability.
- Projector and screen.
- Board games and table games for use at break and lunchtime.
- Anti Bullying Crew - designated area at lunchtimes for students to access this important group.

All resources are selected to reflect Testwood School's Equal Opportunity Policy and to meet the range of literacy levels and curriculum needs of the school. The LRC is on the ground floor which provides easy access for all.

The LRC is staffed by the School Librarian, with the support of the Student Librarian team who are available for advice about using LRC.

4. LRC Expectations

LRC expectations are high, as in the rest of the school, with some additional guidelines which staff and students need to be aware of:

- The LRC stock and facilities are accessible to all.
- During break and lunchtime computers should be for homework, or games acceptable to the adults on duty - chess etc.
- No food or drink - except during a wet break, when Yr11 can eat at the big tables away from the computers.
- Students should be seated whilst in the LRC.
- Noise levels should be kept to an acceptable level.
- The LRC should be kept tidy.

Having these additional guidelines helps the LRC run smoothly, making it a welcoming and inclusive space for everyone.

5. Safeguarding

The library has age appropriate fiction sections.

- Middle Years (MY) books are appropriate for all students.
- Upper Years (UY) are appropriate for Yr9 and above.

Primary carers can give signed permission for students in Yr7 and 8 to read UY books. During library inductions this system is discussed with students, and they are reminded of the regulations throughout their time at school. Library staff monitor students' book choices and redirect them to more appropriate texts when required.
Material which contains challenging content will not be excluded, and the stock may include resources which are outside of the reader's current life experience. Any resources that may be considered contentious will be discussed amongst the LRC staff and SLT before being available to students.

6. Resource Management

Resource management is essential to the smooth running of the Library, which aims to support the personal, social, educational and leisure interests of all students across all ages and abilities.

As part of this the Library expects to replace 10% of the Library stock annually to ensure that resources are relevant, up to date and in good condition.

General Resource Selection guidelines:

- The library catalogue should provide access to fiction material to promote reading.
- Maintain a balance between information resources and reading for pleasure.
- Stock will be purchased, or borrowed from Hampshire School Library Services (SLS), to ensure that items are available to support individual study, the curriculum, and to promote reading for pleasure.
- When purchasing books, they should represent value for money.
- Donations are accepted on the understanding that only books in good condition, are relevant and/or will enhance the existing stock can be added to the catalogue.
- Stock will be relevant to current curriculum needs, and will reflect changes to the curriculum and provide support through a variety of media for those less able to engage with the texts.
- Information material and/or non-fiction texts will be current, accessible and provide an alternative to the internet.
- Stock is acquired with the aim of engaging and giving interest to students.
- Students are given the opportunity to request books.
- Large Print formats, and other alternative requirements can be requested..
- Resources should reflect the culture nationally, locally and students' lived experiences. Bias with regard to an individual's gender, race, religion and personal identity should be avoided.

Fiction Resource selection will be guided by:

- Good characterisation, plot and storyline to provide enrichment via language and quality of content.

- Shortlisted books from nationally and locally recognised Book Awards (Carnegie, Red House, Hampshire Book Award).
- Student, Student Librarians, LRC team and staff recommendations.
- Hampshire School Library Service (SLS) suggestions via in-person Teach Meets, training webinars and seminars, book lists.
- Series continuation in order to maintain reader interest and enjoyment.

Non-Fiction Resource Selection will be guided by:

- Consultation with Subject Leaders.
- Department for Education publications regarding changing curriculum requirements.
- Leisure interests and needs of the students.
- Suggestions from the School Library Service.

Stock Withdrawal

- Any large stock withdrawal, or edit will be undertaken with approval from the Headteacher.
- Fiction resources will be regularly reviewed to ensure good condition and relevance, and should be visually attractive and appealing to students.
- Information materials will be weeded annually to ensure relevance and suitability. It is anticipated that all resources will be less than 10 years old, however with certain subjects this guideline has to be flexible.
- Resources will be visually attractive to ensure that they are a viable alternative to electronic based media.
- Advice, support and assistance will be sought from the Hampshire School Library Service.
- Withdrawn stock will be disposed of responsibly. For large edits it is expected that Book Rescuers, or a similar organisation will be used.

Borrowing, renewing and billing for non-returned items

- All students can borrow a maximum of 2 reading books at a time. This limit can be exceeded at the discretion of a member of library staff.
- Students can borrow items for 2 weeks.
- If a borrower puts a reservation on an item, it can be renewed once before being returned.
- If an item is not returned or renewed it becomes overdue.
- Borrowers will be verbally reminded that their book is overdue.
- The library will issue overdue notices via email to the student and final reminders via School email to parents/carers.
- If an item is not returned or renewed after a series of overdue notices have been issued we will assume that it is missing.
- Year 11 students are expected to have returned all the books on their account. If the books cannot be returned, the cost of the items will be charged to Parents/Guardians.

- Missing and non-returned library items will need to be replaced and the cost will be charged to the borrower's library account.
- The fine for any non returned book is £5.00
- An email notification will be sent to parents/carers giving them reasonable notice before the billing deadline detailing the charges to be added to their bill if overdue items are not returned immediately.
- Once the billing deadline is reached and the cost of an item is added to a bill, the library will purchase the replacement, catalogue it, and make it available on the library shelves for other readers. For this reason, there will be no reimbursements for items returned after the billing cut-off date. In such circumstances borrowers may keep the item they have been billed for as it will have been withdrawn from the library management system.
- All students will be given a Library Agreement to sign before they are allowed to loan any books out of the school library. This will be given out during Tutor time at the start of every year.
- If Students do not complete a student agreement they will not be allowed to loan any Library books.

7. Reader Development and enjoyment

The Librarian will work alongside the Literacy Lead to help develop and promote a whole-school reading culture, hopefully leading to a love of reading for pleasure among students.

The LRC will promote books, reading and enjoyment of literature to all students by:

- Supporting the English Dept with reading lessons for Years 7 and 8.
- Working closely with staff to promote independent learning and information literacy skills.
- Ensuring the library catalogue is up-to-date, relevant and engaging for our students.
- Taking a proactive role during Open Evenings.
- Promoting and supporting national and local school literacy events eg. World Book Day.
- Using digital platforms to promote the LRC, reading and literacy. e.g. book reviews and recommendations, word of the week, displays and activities.

The school librarian will endeavour to regularly search for participatory schemes for Testwood to take part in, including competitions and events related to the promotion of reading and information literacy.

8. Library Activities

Many different activities are organised in the LRC, including book sales, treasure hunts, Chess Club and Revision workshops. Everything taking place within the LRC will be overseen or supervised by staff.

9. Library Budget

The LRC budget is agreed annually and should cover the following:

- Hampshire SLS subscription.
- Library operating system contract.
- Library book security system contract and related expenses, (barcodes and magnetic tags)
- Purchasing books.
- Subscriptions for digital library information.
- Sundries - including stationary, reprographics and prizes.
- Funding to develop and improve the library.
- Funding for planned large events.

10. Monitoring and evaluation

The use of the Library will be evaluated in several ways:

- Ongoing Development Plan
- The Librarian has regular meetings with the Line Manager to monitor and evaluate the development of the library.
- The Librarian works with the School Library Service to evaluate effectiveness of provision.

11. Support and Partnerships

The LRC will make full use of formal and informal networks in order to build, maintain and improve relationships across Testwood School. These relationships will include the Hampshire School Library Service, schools within the local area and further afield as necessary.