

AUTUMN 2022  
(Review Autumn 2023)

## Introduction

The main ethos at Sweyne Park is one of respect and it provides a secure environment in which everyone is encouraged and emboldened to do their very best, regardless of background or circumstances. The Sweyne Park School is also a Rights Respecting School that supports every child's right to an education and we see the Library as a crucial part of this. The Library will continue to encompass and contribute to the school's ethos of respect and securing pupil success by providing opportunities for excellence and for growth through education.

## Library Mission Statement:

*To be an outstanding Library integral to the whole school, by promoting independent study through research skills and full access to the curriculum and to play a major role in raising literacy levels by encouraging an enthusiasm in reading for pleasure.*

## Aims

To provide a safe and secure, structured and welcoming learning environment.

To encourage all pupils to become independent learners and thereby enabling their ability to retrieve information from a wide range of resources.

To support and involve curriculum areas in the use and development of the library and its stock.

To provide a safe and secure, structured and welcoming learning environment.

Refraining from consuming any food or drink in the Library.

Using the Library computers for home-learning research and activities only. The use of playing games on the computers is only permitted if it is a set home-learning task. Printing should be limited to home-learning tasks.

Returning borrowed books on time and in the same condition and understanding the pupil is solely responsible in doing so. Books borrowed should not be lent to others. Books can be returned in person at the Library desk or deposited in the "Quick Drop Book Box" outside the entrance.

Mobile phones are strictly prohibited in the Library.

### Library Collection Management

The Librarian is responsible for collection development and management; selecting resources to compliment and support both the curriculum and reading across the school, in line with budget provision. Suggestions from staff and students will be taken into consideration.

### Information Literacy

The Library will provide service and resources to assist students in information literacy. The provision will be covered during Induction sessions and supporting departments with home learning tasks and research projects.

Clear labelling of library shelves and comprehensive key wording of resources to enable access via AccessIT online catalogue.

### Evaluation

Termly reports on the Library and its impact will be produced by the Librarian to Line Management and the Headteacher.

Regular monitoring and evaluation of this policy will be carried out by the Librarian in consultation with Line Management and the Senior Leadership Team.