



Kings Langley School

Unlocking Potential for Life

Library Policy

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Character Development: Commitment to Equality and Diversity

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an inclusive school community where:

- People are treated with dignity and respect
- Inequalities are challenged
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as not wearing a face mask, age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision



Rationale

- The library will contribute towards the school's mission of ensuring the happiness of every individual in our school community by providing opportunities for excellence and growth through the education of the whole person.
- The library will provide access to high quality resources for students and staff across the school to support the school community in achieving excellence, both inside and outside the classroom.
- The library will support reading for pleasure to support personal growth and character development (stickability, empathy and self-regulation), and develop students' research and study skills. The continuing emphasis on independent learning and the investigative approaches of GCSE and A Levels mean that the library has a central educational role within the school.

Purpose

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



Guidelines and Procedures

Access and inclusion

- The library will be inclusive and welcoming to all.
- The library will support all students, staff, and other members of the school community through its services and stock.
- The library will maintain opening hours that provide access to all students and staff throughout the school day.
- The library will promote, support and encourage reading across the school. The whole school Form Reading programme, reading lists, events and displays will all play a part in facilitating this.
- The library space may be booked by staff for teaching small groups, student meetings, or tutorials in collaboration with the librarian.
- Students may be sent to the library for respite or pastoral needs as appropriate, by prior arrangement with the librarian. Students who have been removed from lessons for poor behaviour may not be sent to the library, and no student should be sent to the library as part of a sanction.
- The library will provide suitable extracurricular opportunities for students.
- Links with external groups and partners will be fostered as appropriate, to enhance and support the library's services and resources. These may include professional networks, public libraries, other schools, local businesses and institutions, vendors and publishers.
- The risk assessment for the library will be reviewed and updated regularly in line with school policy and practice.

Privacy

- The School will not disclose details of student loan histories or resource requests to outside parties (including parents/guardians) unless:
 - An item is more than one month overdue and there has been no mitigating information given by the student.
 - There is a safeguarding concern, in which case all relevant information will be shared with the DSL and safeguarding team.
 - The parent/guardian(s) makes a Subject Access Request under GDPR.

Collection Development and Management

- The Learning Resource Manager will be responsible for collection development and management; selecting resources to compliment and support both the curriculum and reading across the school, taking into consideration the suggestions and requests of staff and students.



- Factors considered during the selection process will include, but are not limited to: educational value, relevance to the curriculum, accuracy, relevance to the community, student voice and interests, accessibility, diversity, format, and style.
- The library will endeavour to hold a collection of sufficient size and scope to support the school. Following the recommendations of the Chartered Institute of Library and Information Professionals (CILIP) and the School Library Association (SLA), the library 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.
- Departments will provide the library with copies of any course textbooks and revision guides that students are required to purchase.
- The library will not knowingly accommodate materials that are reasonably felt to be of a discriminatory or otherwise inappropriate nature, although exceptions may be made for educational materials pertinent to the curriculum. 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 request additional funding as and when necessary to ensure the library remains well-stocked and maintained.
- The library stock will be reviewed regularly for relevance, accuracy, condition and appeal. Items will be deselected, updated or replaced where necessary.
- Deselected items will be re-used within school or offered to students where appropriate. Those remaining after this process will be disposed of via recycling or reuse, in partnership with external groups.

Online provision

- Online access to information and resources from the library will be made available wherever suitable, including maintenance of relevant pages on the school website and an online library catalogue.
- The library will use social media to promote itself and engage stakeholders.

Resource Restrictions

- 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.
- 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.
- Parents or guardians are respected and valued library stakeholders, but the library will not necessarily comply with any requests from a parent or guardian to place



limits on their child's access to library services and materials. The library's primary service duty is always to the student. Library resources will not be censored.

Resource Reconsideration

- Any library stakeholder who has a concern about the inclusion of a resource in the library collection should, in the first instance, contact the librarian. If necessary, a formal reconsideration request may then be made, in line with our Complaints policy. Please obtain a copy of the Request for Reconsideration form from the school office – this may be used in lieu of the Formal Complaint Form. If there are concerns about multiple resources, a separate form must be completed for each resource. A reconsideration process will follow, in consultation with the Learning Resource Manager, line management, and the senior leadership team. Resources will not be removed from the library or altered during the reconsideration process. Following reconsideration, one of the following actions will be taken:
 - The resource will remain in the library, with no alterations made
 - Guidance notes will be added to the resource's catalogue record and/or inside cover slip
 - The resource will be relocated to a more suitable designation (e.g. from the whole school collection to Sixth Form)
 - The resource will be removed from the library collection
- The individual or organisation who made the reconsideration request will be informed in writing of the decision made. After a resource has been subject to this process, it will not be eligible for further reconsideration for a period of five years.
- *This should be read in conjunction with our Complaints policy*

Overdues

- Library users are expected to comply with the prescribed lending arrangements, including care and return of resources.
- The library will provide reminders and notifications about overdue loans, both to students and to parents/guardians.
- Prompt payment of replacement costs for lost or damaged resources will be required, but the library will not charge any fine or fee for overdue items.
- The library may decline to issue resources if a student has an outstanding overdue item, or a record of repeatedly misusing Library materials.

Information Literacy

- The library will provide 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.



Evaluation

- Annual reports on the library will be produced by the librarian (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 line management and the Senior Leadership Team.