



Newstead Wood School Library Policy

Contents:

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

1. Behavioural Expectations and Sanctions

- Students are expected to speak to librarians and each other in a respectful manner.
- Noise level in the library should be silent. Whispering is permitted when necessary.
- 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.
- Eating food is not permitted in the library.
- Students are not permitted to sit on the floor in the library.
- If rules are repeatedly broken, student/s will be asked to leave the library and find somewhere else to study. Behaviour points may be given.
- 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.
- Students may use mobile phones to study.
- Card games are not permitted in the library.
- Students are not permitted to play games on library computers.

2. Opening Hours

- Monday – Friday: 7.30am-6pm

3. 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

- Students may only borrow up to three volumes of manga at a time in order to keep things fair as there is high demand for these books. Three volumes refers either to three separate books of 1 volume each, or omnibus editions which may include 2-3 volumes.
- 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.
- 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.

4. Late Policy

- Automated overdue emails are sent to students weekly.
- Automated overdue emails are sent to form tutors monthly.
- If a book is overdue and has been reserved by another student, a recall email will be sent.
- If an overdue book is not returned by the end of the academic year, the students' parents/carers will be contacted to return the book or replace the book at their cost

5. Reservation Policy

- 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 queues borrowers chronological order according to when they placed the reserve.
- A reserved book will remain reserved 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 reshelved. 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, but we ask that borrowers are sensible and use common sense in this respect.

6. Lost or Damaged Book Policy

- If a borrower loses a book, they will be asked to replace the book at their cost.
- If the book is not replaced within three weeks, follow up measures will be put in place.
- The replacement can be second hand, provided that it is in good condition.
- 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.

7. Mature/ Challenging Book Content

- A risk management approach is taken to the sourcing and purchasing of new stock. This is in line with [CILIP guidance](#). Librarians will research donated and new books to gauge appropriateness of content.
- Where inclusive and intersectional content is concerned, stock is purchased in accordance with the following paragraph from CILIP: 'Librarians and library staff are ... obliged to use 'best endeavours' to carry out their work in the interest of the public good and in a way which satisfies their mission of providing access to knowledge and learning and the promotion of universal access, inclusivity, tolerance and mutual understanding.'
- Books considered to have mature or challenging themes/ content will be stickered, warning that the content may disturb or upset some readers.
- 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.

8. Requesting and Donating Books

Internal Donations

- We are more than happy to receive quality donations of books/ resources from students/ staff.
- To donate a resource, please 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. 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 when funds are available.

- The decision whether or not to purchase requested books is ultimately at the discretion of the librarians.

10. Fire Alarm Policy

- 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.