

## **Woodbridge School LIBRARY**

### **Policy**

To provide students and staff with a comprehensive information centre to use for work, information searching and leisure time.

### **Procedure**

**Opening times-** The Library is open 5 days a week throughout term time on Mondays to Thursdays 8.30am until 5pm, and on Fridays 8.30am until 4.30pm, though does remain open later if students are still present on this day.

**Library cards-** All students are offered a free library card at their arrival at Woodbridge, in order to take out any items they wish to use outside of the library. The student's name and form is entered into the library catalogue system in order to have a record of who is a member of the library. Should the card be lost, it costs £1 to replace, which is to be paid in cash on the issuing of the new card.

**Library items-** Within the Library there are books and magazines available, and also DVDs and videos, all of which are available to be taken out. Books, magazines and audio CDs are issued for 3 weeks, and DVDs and Videos can be taken for 2 days or for an extended time over the weekend if taken out on a Thursday or Friday. It is possible to renew items by asking the librarian, either with the user's library card or by having the item itself available. If any items become damaged or mislaid then it is the responsibility of the borrower to pay for a replacement, the price of which will be on the catalogue.

Additional items available include daily newspapers, which can be read in the library at leisure. There is also a photocopier which uses a card system. Each department has their own card to specific schoolwork and topic related copies. The students may also buy their own photocopy cards for £1, which offers them 20 A4 copies for personal use. Students are encouraged to learn how to copy for themselves in a responsible and practical manner.

**Computers-** There are a number of library computers which can be used by students and staff for any work they have and information searching they may need to do. They can also check their email accounts to keep up to date with any school news or messages from their teachers or pupils. The rules concerning no games still apply in the library. Anyone needed to use a computer for work takes precedence over other computer usage. Printers are also available for use.

**Using the Library-** The Library offers a number of work spaces available for lessons and study periods, whether during the school time table or at break times

or after school. Pupils are expected to be respectful of other users and work in a quiet manner, and not to disrupt those around them.

All fiction books are catalogued in alphabetical order according to author surname, whilst all non-fiction books are ordered due to the Dewey Decimal Cataloguing System. When searching for an item, there is the library catalogue available on the intranet where searches can be made according to author, title and keywords. On finding the required item the catalogue will show availability and location in order for the user to effectively find what they require. If they have any problems the librarian is on hand to help.

**Library skills lessons-** Within the Seckford scheme, Year 7 pupils are all offered Library Skills lesson. In this 4-5 week period pupils are taught by the librarian what is available to them in the library. They spend time on the computers, learning how to use the library catalogue and basics of information searching. The lessons are interactive with much moving around and testing of what the pupils are learning in the form of questions, presentations and group work.

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