

2013

LIBRARY AND RESOURCE CENTRE



'Aim for the Highest'

POLICY DOCUMENT

Mission

The Dalziel High School Library is committed to supporting the school Improvement Plans for each session especially with regard to the implementation of CfE for all learners. The Library aims to provide resources that will support and enrich the learning and teaching within the school and to promote Lifelong learning and to encourage “reading for pleasure”¹.

Access

The Library is open throughout the day from 8.45 to the end of the school day.

Accommodation

The library has two floors – the top floor houses the SfL Base, the Careers Library, and table space for around 12 people, with 14 PCs. The lower floor has the Fiction and Non-fiction collections, and 10PCs and study space at the benching next to the Non-fiction area.

In order to have a fair access for all Departments, these two distinct areas can be booked separately as well as together for supervised classes.

The Upper Library and Base room is shared with the Support for Learning Department. They therefore have priority when it comes to booking PCs and would use the PCs nearest the Base.

Class time

Staff with classes who wish to access the library can arrange a visit via the Booking System. A Library timetable for the week ahead is emailed out on First Class and people may book by email, by phone or by visiting in person. Block Bookings are taken but Staff are expected to be flexible if another member of Staff requests a one off visit that can only be done during this time. Staff are requested to advise the librarian on pupil numbers and purpose of visit for the most effective use of resources. It is also very important that Staff inform the Librarian of any cancellations as there can sometimes be classes in reserve for that period. Individual Staff and S6 pupils (from Private Study classes) may use the Library and the PCs, but Class use takes priority and they may have to relinquish their PC if numbers dictate.

Non-class time

The Lower library is open every morning interval Mon-Fri for any pupils and at lunchtimes Mon-Thur on a by Year basis, with Friday lunchtime reserved for the S1 and S3 Book groups.

PC use during morning interval is for school work only, at Lunchtime recreational use is allowed but pupils needing the PCs for school work would get priority access.

Resources

Stock is selected and administered, in accordance with the NL Management Circular no D7 "Management of School Library Materials"². The Library Management system is Access-It and it provides an Online Public Access Catalogue (OPAC) webpage that can be accessed by staff and pupils in school and at home via the Internet, and in addition to the catalogue, presents Library information, web links, booklists etc. to the school community.

Fiction – in order to promote "reading for pleasure"¹ the library recognises the importance in stocking an up-to-date, contemporary and classic range of fiction books, to appeal to a wide range of reading abilities and interests. The Library fiction sections are Quick Reads, Junior Fiction, Teen Reads and Senior.

Non-fiction – the library aims to provide a collection of books that supports the curriculum and pupils' general interests.

Electronic resources – pupils are introduced to Website Evaluation as part of their S1 Library Induction course and two information sources in particular are demonstrated – Logintolearn (North Lanarkshire Public Libraries Online Reference Section) and the Issues online subscription service.

Library Information Folder in the Shared Documents Area on the Network

A collection of files are kept here, ranging from Library Induction sheets, information on creating Bibliographies, Plagiarism, Study Skills etc. for Staff and pupils to use.

IT Facilities

The Library has a total of 24PCs split between the two floors and a printer on each floor.

Paper has to be provided by the Departments printing off materials.

Use of IT facilities is regulated by the school IT/Internet policy.

Information Literacy

The Library offers Library Induction lessons via S1 English classes which covers a general introduction to the library, using the Access-It online library catalogue and lastly website evaluation. The Librarian can work with any Department that requires help with projects or school work e.g. the Librarian demonstrated accessing a newspaper database called "UKNewsstand" available to pupils via North Lanarkshire Public Libraries Logintolearn to S4-S6 Modern Studies classes.

1.http://www.literacytrust.org.uk/news/5560_study_provides_evidence_that_reading_for_pleasure_boosts_children_s_academic_performance

2."Management of School Library Materials D7" Jan 2010, is to be found on First Class, NLC Policies Folder, Current Circulars Folder, Management Circulars Folder.

