



## **Kesteven and Sleaford High School**

**A Robert Carre Trust School**

### **Learning Resource Centre (Library) Stock Collection and Circulation Policy**

#### **Departmental Aims**

The principal aim of the Learning Resource Centre (LRC) is to be a central hub to support the academic and pastoral curricular aims of the school, aligning with the school development plan to provide access to a diverse and appropriate collection of resources that promote intentional reading, develop literacy skills, encourage intellectual curiosity and independent enquiry, and allow students to thrive, explore, discover, and learn.

The LRC will provide a welcome, inclusive, and flexible space that is inspiring and conducive to student wellbeing, independent study, reading and research; with the capacity to accommodate whole classes, hold extra-curricular clubs and host events.

The collections will provide a safe and appropriate way to explore topics, challenging or otherwise, that develop curiosity, empathy and understanding. The LRC Manager will be responsible for procurement, curation and appropriate classifications, signage, displays, reading lists, advice, support, and encouragement to enable students to access and choose resources. The resource collection will underpin British values, cultural diversity, and include a wide range of ideas, opinions, and viewpoints.

#### **Collection Management**

##### **Acquisition**

1. Resources may be either physical or electronic in format, secured through procurement, donation, or subscription.
2. The LRC Manager will regularly purchase new and compelling fiction and non-fiction books to ensure students are engaged with independent reading for pleasure; Staying abreast of new releases, literary prizes, and areas of current and popular discourse to ensure the LRC provides access to a range of contemporary and insightful resources in addition to a classics collection which will support student engagement with the wider world.
3. When procuring resources, priority will be given to curating a diverse and inclusive collection which seeks to cover differing, and at times opposed, perspectives in as equitable a manner as is reasonable.
4. Resources will be purchased from a range of outlets. Focus will be given to collections supplied for consideration by established educational providers who work closely with publishers. Providers and libraries are reliant on publishers to undertake editorial review and legal checks to help eliminate factual error and content that may be viewed as libellous or counter to law.

5. The LRC will not purchase books that are self-published. Self-publication is defined as being where an author has sole control of the content without the collaboration of an established publisher to provide editorial processes.
6. Material that is defined by UK legislation as obscene or blasphemous, or which incites religious or political hatred, will not be stocked, or displayed.
7. The LRC will subscribe to a schools' ebook resource that provides access to an electronic library of classified fiction and non-fiction material for students to borrow from.
8. To ensure the collection supports resources in support of student learning, collaboration between Heads of Department and the LRC Manager will ensure resources are procured to provide up to date curriculum support.
9. Book recommendations are welcomed by students and due consideration will be given to adding resources that have been suggested in this manner.
10. The LRC will subscribe to a range of periodicals and magazines that support reading around a subject, current affairs, and appropriate general interest subjects.
11. Items that are lost, damaged, or not returned by borrowers may incur a replacement charge. A like for like replacement copy may be considered as an alternative, but the LRC Manager will review each case on an individual basis to maintain the integrity of the overall collection.
12. Resources procured through individual departmental budgets can be catalogued and added to the collection for circulation via the library management system.

*The LRC will not knowingly hold resources that are felt to be discriminatory or inappropriate, however parents should recognise that material with challenging content or adult themes will not be deselected, censored, or excluded but will be classified in age-appropriate collections where applicable.*

## **Donations**

The LRC welcomes the donation of resources. Consideration will be given to all donations, however the LRC Manager reserves the right to accept or decline materials as deemed appropriate.

## **Weeding and Disposal**

Library stock is regularly inventoried and reviewed for currency, condition, and quality. Surplus or outdated and poor condition materials are removed on a continual basis and when space is required for new resources. Depending on condition, weeded resources are disposed of or donated to charities or upcycled.

## **Circulation**

### **Borrowing and returning**

1. The LRC uses a web-based library management system to facilitate the cataloguing, classification, and circulation of resources.
2. All KSHS students and SJSF students have an individual library account that remains active for the duration of their enrolment.
3. Library books are loaned for a two-week period- The return due date is stamped on the inside cover of the book at the point of borrowing. Books are never due back on a date when the school is closed (weekends/holidays/ training days)

4. Textbooks are generally loaned for the duration of the academic year- sometimes two years if required.
5. Items can be renewed before or on the due date if required for a longer period. This may be subject to availability and will be determined by the LRC Manager on a case-by-case basis.

### **Overdue, lost, or damaged items.**

1. The LRC **does not** operate a fine system for overdue items, however if a library book has not been returned 60 days from the due back date, a replacement charge, will be applied and requested from parents.
2. Prior to the 60-day cut off, regular electronic loan reminders are sent to students' school email accounts and verbal reminders may also be given via form tutors.
3. Textbooks also incur a replacement charge if they are not returned.
4. Key stage 3 students will be informed by teachers/LRC Manager when textbooks should be returned.
5. GCSE/A level textbooks- students will receive verbal reminders and electronic reminders prior to and shortly after their final exams- containing a complete statement of borrowed resources and the final deadline for returning. Failure to return items after this deadline will incur a replacement charge.
6. If a borrowed library book or textbook is lost or damaged beyond general wear and tear, the LRC Manager will determine on a case-by-case basis if a replacement charge should be applied.
7. For the purposes of charging for replacement, lost or damaged items the LRC will instruct the RCT finance department to add the appropriate charge to the ParentPay account linked to the student. The replacement charge will be the recommended retail price of the item. This information is included in the item record on the library catalogue.
8. The charge will be removed from ParentPay if the item is returned in a timely and satisfactory condition.
9. In some circumstances, as an alternative to a replacement charge being incurred, it may be appropriate to replace the item with a like for like copy. This will be subject to certain criteria and will be permitted in consultation with the LRC Manager.

*Students from across the Robert Carre Trust including the Sleaford Joint Sixth Form are subject to replacement charges for books borrowed from the KSHS library.*

### **Classification**

#### **Age restrictions**

1. Books are published with no legal age rating. New or existing resources in the LRC's collection will be assessed for suitability and classified on an individual basis. Consideration will be given to categories provided by the publishing data to determine the catalogue record. There will be borderline titles that sit at the higher or lower end of any given category and can occasionally give rise to concerns. Although there are different viewpoints and tolerance levels for what may be acceptable content, in some circumstances consideration will be given to reclassifying a title to a more appropriate category. In making decisions about reclassifications, consideration

will be given to not only the subject matter, themes, and language but also the context and how it is dealt with by the author.

2. The LRC will not knowingly accommodate resources that are reasonably felt to be of an extreme discriminatory, partisan, or otherwise inappropriate nature. Resources will not be excluded simply for containing challenging content or for including adult themes.
3. For the purpose of distinction, the LRC will clearly label resources and provide signage to determine separate sections of the collection.
4. The YOUNG ADULT section will contain fiction that has been assessed and considered to contain themes and language not suitable for readers in years 7, 8 &9. Books in this section will have an age restriction placed on them in the stock management data base of the library management system, which automatically prevents borrowing from students in these year groups. The library management system borrower data base imports accurate year group details for each student, also ensuring the prevention of loans until students are in the appropriate year group.
5. From year 10 onwards students are considered to generally have reached a level of maturity with which they can discern more adult themes and concepts and therefore borrower restrictions will no longer apply.
6. Students who wish to read from the YA section but have not yet reached the year 10 requirement, may request a parental consent form so that parents can determine if they wish their child to have access to this part of the collection. Parents are made aware that the books may contain more adult themes and be a more challenging read. Borrower restrictions will be lifted if parental consent is granted.
7. Many students enjoy access to books from personal or local authority collections. These collections may not be subject to the same classifications and therefore students could expect some resources to be age restricted in their school setting that might not contain the same or any restrictions elsewhere. Having access to and reading a particular resource from external collections will not in itself be sufficient to override borrower restrictions in place the LRC setting.
8. Students who access the ebook resource have individual password protected user accounts including their year group details, these are managed and updated by the LRC Manager. Titles in this collection are selected and classified by the provider in line with publishing data, however, students will still be prevented from borrowing books classified above their year group permissions.
9. Parents are responsible for monitoring their child's access to and use of the E library resources given that their child is likely to be reading them on a personal device.
10. The LRC Manager will be available to advise and guide students with reader development strategies; assisting them to make informed and appropriate choices, based on ability and age where necessary.

Adopted by the KSHS Governors on 12 December 2023

Next Review Due December 2025 (two years)