

# **Connaught School for Girls**



## **Library Policy**

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## Introduction:

The school library is a valuable resource for students, teachers, and staff, providing access to a wide range of educational and recreational materials. The library staff is committed to ensuring that the library is a safe, welcoming, and inclusive space for all members of the school community. The following policy outlines the expectations and guidelines for the use of the school library.

## General Library Use

The library is open to all students and staff during school hours. Students are expected to follow the library rules and guidelines, which are posted in the library and reviewed with classes at the beginning of each school year. The library staff is available to assist with research, reference questions, and book recommendations.

## Fines & Fees

The school does not fine students for overdue books. Students are responsible for returning library materials on time and in good condition. Late, lost or damaged materials will result in fines or replacement fees. Students who lose or damage library materials may also lose borrowing privileges. If a student has an overdue book, they will be reminded via email three times, be given a reminder in their register, and then a letter and invoice will be sent home for the book to be replaced.

The most a student will be charged is £6 per book for a lost book. Any damage to a book will be a £5 fine. The fine will be payable through ParentPay. The LRC Manager will ask the parent/guardian of the student to either cover the cost of the book, or they can independently buy the book online if they can find it cheaper.

## Behaviour

Students understand that the library is a quiet place to study. The behaviour protocol in the library matches the behaviour protocol in the classroom. If a student is being loud and or disruptive, they will be reminded once about the use of the library. A second reminder will be asking for the student's diary. A third reminder will be asking the student to leave.

## Copyright Information

The school library supports the ethical and legal use of information. Students and staff must respect copyright laws and adhere to fair use guidelines. Plagiarism and intellectual dishonesty will not be tolerated. The library staff is available to provide guidance on citing sources and avoiding plagiarism.

## Reading for Pleasure

The library collection includes a wide range of fiction and non-fiction materials to support students' reading for pleasure. Students are encouraged to read for enjoyment and may borrow materials for their personal use. The library staff is available to assist with book recommendations and to promote reading through book displays, author visits, and reading events.

The library also encourages students to actively participate in the Accelerated Reader scheme. Librarians will encourage students to read within their book range, help students search for books that they enjoy, and are able to help with technical issues.

## Information Literacy

The school library supports students' development of information literacy skills. Students are encouraged to use a variety of sources to support their research and to evaluate sources for accuracy, authority, and bias. The library staff is available to provide guidance on information literacy skills, including search strategies, source evaluation, and citation.

## Conclusion

The school library is an essential resource for students, teachers, and staff, providing access to a wide range of materials and supporting the development of information literacy skills. The library staff is committed to ensuring that the library is a safe, welcoming, and inclusive space for all members of the school community. By following the guidelines outlined in this policy, students and staff can make the most of the resources available in the school library.