



INNOVATE2EDUCATE
Partnership



Oldfields Hall
Middle School

Library Policy

This policy was approved as follows:

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Owner:	E-J T	Version:	1.0
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This policy applies to all School Academy staff, pupils and parents.

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School Library Policy

1. Policy Statement

The mission of the Library at Oldfields Hall Middle School is to provide services and a dynamic learning environment to prepare all students to become life-long learners, independent thinkers, and to ensure every child reads regularly and by choice.

The procedures set out in this policy are designed to enable staff to do the following:

- actively support teaching and learning
- provide a wide range of resources to support the curriculum
- actively promote reading for pleasure as a meaningful and rewarding experience that can contribute to wellbeing
- provide a safe, welcoming and supportive environment for all students and staff.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the School Office. It should be read in conjunction with the following school documents:

- Reading for pleasure Policy
- IT Acceptable Use Policy
- E-safety Policy
- the School's Code of Conduct
- Safeguarding and Child Protection Policy

Oldfields is fully committed to ensuring that the application of this policy is non-discriminatory, in line with UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

2. Use of the Library

All members of the school community are welcome in the library and have equal access to resources.

The library is open every day during lunchtimes and afternoon lessons. The Librarian is available from 12.20 until 2.45 pm. The library can be booked by form tutors during form times and teaching staff are able to book using the online booking system.

Students are welcome to visit to conduct research, browse through the books, relax with an activity, or simply read.

Unsupervised pupils should not be sent to the library, unless by prior arrangement.

IT resources are available for use in the library including 4 ipads and 2 laptops.

The library is organised into sections that are appropriate in supporting middle school pupils making relevant reading choices.

Fiction into interest books are arranged in specialised sections according to lower years, middle years or upper years.

Most fiction books are arranged in alphabetical order of author's surname, but we have specialised boxes for longer and shorter chapter books.

All fiction books are clearly labelled and colour coded according to the Book Level and quiz numbers printed inside book covers.

There are special sections for graphic novels, new books and seasonal displays

Non-Fiction books are arranged using the Dewey system with additional dyslexia-friendly labelling and picture labelling.

We have a range of fiction longer chapter books arranged into colour coded AR boxes for quick access

Fiction shorter-chapter books are arranged on the carousels; colour coded for ease of access.

We have a graphic novels and poetry section and picture books and classics section.

In every classroom there is an 'I've forgotten my book' box.

We have a home-school agreement via Arbor whereby pupils and parents agree to look after books borrowed from school.

3. Intellectual Freedom

As per The Chartered Institute of Library and Information Professionals Statement on intellectual freedom, access to information and censorship – (CILIP) 2005 guidance¹

'we uphold belief in the Freedom to Read; therefore, students are free to explore and learn from any books they choose'.

1

https://cdn.ymaws.com/www.cilip.org.uk/resource/resmgr/CILIP/Test/2005_foistatement0705_0.pdf

Notwithstanding any relevant legal Safeguarding or Child Protection requirements, we reject the idea of censorship on any basis or criteria. The librarian does not read every book or review every book available, although generally suitability for a school library is assessed. Students are advised about potential controversial or distressing content (when known), but no prior judgement is made on their behalf. Students from lower key stage 2 who wish to read a book which contains more mature content will need to fill in a permission slip signed by their parents.

All books are clearly labelled according to their interest level. Pupils wishing to read books outside their interest recommendation can do so with appropriate permission.

Pupils can request books they would like in the library using wish lists and forms. These will be sourced when funding is available.

4. Funding

The librarian is responsible for the expenditure and monitoring of the library budget. This will cover managing subscriptions, purchasing new resources and any materials used for displays, promotion of reading for pleasure and lifelong learning. All purchases are signed off by the Head of English.

As per CILIP recommendation, the school will aim to replace or replenish approximately 10% of stock annually to ensure adequate and relevant provision of resources.

Although any book donations are appreciated, the librarian reserves the right not to include all donated resources into the stock. If that is the case, books will be donated to charity.

The librarian organises two book fairs each year to generate commission to be spent on library resources. All pupil premium pupils receive free vouchers to spend at out book fairs.

5. Behaviour

The Library Behaviour Code is aligned with the School's Code of Conduct. Students are expected to respect all the resources, as well as other users of the library. They may not eat, or drink and the use of computers is for study/ research only.

Where necessary, the librarian may choose to restrict the access of students who disregard the rules or allocate behaviour points.

6. Overdue Resources

Resources can be renewed on request and overdue reminders are sent regularly to students and form tutors. If resources are not returned or renewed, an email reminder is sent home, and finally, resources that are overdue for more than a half term, are considered lost. Students whom wilfully damage books/library resources may be asked to pay for a replacement.

7. Monitoring and Review

This policy will be reviewed and updated annually by the Head of English in consultation with the librarian and senior leaders, or as events or legislation requires.

Next scheduled review date: May 2026

Last reviewed: March 2025

Key updates in this version: through discussion with librarian May 2025