



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals
- To stimulate generous service of others

Library Policy

AIMS

- To support classroom curriculum and also to enrich leisure activities and hobbies throughout the school
- To provide a comfortable area for personal study and reading
- To help pupils to develop information gathering skills in a variety of ways
- To communicate with pupils, exchanging views and ideas on books so encouraging an enthusiasm and joy in reading

THE LIBRARY

- Must try to serve the needs of the Whole School
- Is a central source of information for Staff and pupils, although staff also keep their own personal reference books in their rooms. It is strongly linked to curriculum demands, but also covers a broad range of areas of general and recreational interests
- The school has a strong Catholic foundation but the pupils are welcomed from a variety of non-Catholic backgrounds, which are respected, and their needs recognised wherever possible. This commitment is reflected in the Library where multicultural and spiritual needs are addressed
- Liaison between the Librarian and the Teaching Staff is important so that the process of selecting material is a joint one
- Good communications between the Headteacher, Deputy Headteacher and the Librarian are also of importance so that management and budget decisions are made promptly. There is a budget for the library so that the Librarian can respond to requests for books if there are sufficient funds available.
- Pupils must learn to treat the Library with respect and there are a few basic rules
- A computer system has been developed for registering and lending of books. However, the Librarian can also use a manual system
- Computers are available and networked for pupils' use
- It is the policy of the School that books are covered
- All classes from PR to Year 9 have regular library time. Senior pupils sometimes have a study period which they can spend in the library. The librarian also acts as a one to one reader with a small number of pupils

MANAGEMENT

- The Librarian opens the Library at 8.40am
- The Library is open at Lunch-time and at break time (10.35 – 10.50am).
- It is the policy of the school for there to be pupil librarians to help the Librarian and provide the pupils with responsibility and library skills

REFERENCE

- These books must be used in situ.
- Non-fiction may be borrowed overnight

FICTION

- These books are shelved alphabetically by author.
- In Years 7 – 9 pupils may be asked to write reports on their reading
- Books may be borrowed for up to two weeks by Year 5 to Year 11

LOWER SCHOOL

- The management of the Lower School section is largely in the hands of the Lower School Co-ordinator with whom the Librarian works.
- Years PR – 4 have fiction books in their own classrooms
- Lower School staff may borrow a box of books for a topic for the term
- Years 5 and 6 may borrow books directly from the library – see above

CAREERS LIBRARY

There is an area set aside for Careers Information

RESOURCES

- The Library provides a comfortable space in which pupils can work, use reference books, read newspapers and magazines, as well as using resources
- This includes:
 - Computers
 - Video tapes (over 100) – issued overnight / weekend
 - Audio tapes
- Staff may, in consultation with the Librarian, book a time to take their lesson in the Library where Reference Books may be used.

DEVELOPMENT PLAN

- Review of reference/non fiction books by appropriate teachers in liaison with the librarian
- Replacement of older non fiction and reference books with up to date books.

*(Prepared December 2002 DPW; Reviewed December 2005 Dec. 2008
Dec 2010 Next review due:-Dec 2012)*