



Library Policy

At Isaac Newton Academy our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond. The library is at the heart of the Academy; a warm, welcoming environment in which students are encouraged to pursue their studies independently, to nurture a love of reading and utilise the resources available.

Every student is expected to read for pleasure for a minimum of 20 minutes per day, to regularly reflect upon their reading in their reading journals and to visit the library at least once a week during their reading lesson.

It is the role of the School Librarian to promote a love of reading.
This will be achieved by:

- modelling the habit of regular reading, and the enthusiastic discussion of books
- providing a mixed, balanced and up-to-date list of books for the students to read
- ensuring that all areas of the curriculum are covered
- promoting children's fiction prizes and other literary events throughout the year through displays, discussion and reading lessons
- arranging author visits, bookshop excursions and other events throughout the school year
- engaging students in discussion about books, sharing knowledge about authors and advising students about different books
- encouraging students to write reviews, recommendations and utilise the facilities available on the Eclipse library computer system.

Borrowing

- The library is open from 8:00am until 6:00pm each day. Students are able to visit the library before and after school, during break time and lunch time.
- Each student is allowed to borrow a maximum of three books at a time. Most books can be borrowed for two weeks, though selected titles may have shorter loan periods. Each student is able to reserve one book at a time. There are also a number of reference titles which are not available for borrowing.
- In the case of unreturned books, reminders are emailed to the students 1, 5 and 10 days after the date of return. The final reminder is also printed and sent home to parents.
- If a student has a late book, they will not be permitted to borrow until that book is returned. If a book has been lost, a fine will be incurred (£5 for fiction titles, £10 for large/hardbacks.) to be settled at the office. Alternatively, we are happy to accept a replacement book in good condition of approximately equal value.
- In the event of a student habitually failing to return books on time, they may have to spend their break time providing community service in the library.

Expectations of Conduct

While students are choosing books, or are working together, a low level of talking is acceptable. If there is excessive unfocussed or distractive behaviour, a single request or warning will be issued. If such behaviour continues, students may be asked to separate, or to leave the library. Depending on the extent of the behaviour, further measures may be taken in line with the School Behaviour Policy. Music will often be played in the library to foster a calm, relaxed atmosphere. During reading lessons, music is also used to indicate a transition from 'browsing time' to 'silent reading time'.

Computer Use

- Computers should be used for study only. Headphones must be used for any educational resources which require sound.
- Use of the library computers is strictly monitored to ensure that they are utilised correctly, and that internet resources are not plagiarised for Independent Learning. Support will be given to students utilising internet resources to ensure that their information literacy skills are developed.

Monitoring

- Student borrowing is closely monitored to ensure that all students are reading regularly and at an appropriate level. Students are asked to participate in regular surveys and to engage the students in conversation, to ensure that they are both reading and enjoying the act of reading.
- Reluctant readers are monitored and given guidance and support in reading lessons and other visits to the library.

BRIDGES

- A BRIDGES wheel is on display in the reading room.
- Students are encouraged to relate BRIDGES characteristics to both their reading habits and the ideas and themes of the books they read.
- Library staff incorporate the language of the BRIDGES framework and engage with students on BRIDGES themes both in the library and during reading lessons.

Development

- At Isaac Newton Academy we are committed to building a library together. All members of staff, as well as students, are consulted on library development and encouraged to contribute suggestions, reviews, artwork and ideas for the on-going development of a rich and balanced range of resources and a warmly studios environment.

Reviewed May 2018