

# LEARNING RESOURCE CENTRE ('A' BLOCK)

## & FICTION LIBRARY 'P'15

### POLICY

#### PREAMBLE

The purpose of the Learning Resource Centre is to serve all staff and pupils of Porthcawl Comprehensive School across the whole school curriculum, by providing a wide range of resources. Its policy is set out as follows: -

#### POLICY

The L.R.C. staff in liaison with subject teachers works towards achieving the following aims:

- 1) To provide a challenging, yet supportive environment to stimulate, maintain and develop:
  - \* a lively enquiring mind;
  - \* a curiosity, interest and enjoyment in reading.
- 2) To encourage all pupils to reach their true potential and eventually become independent learners who value learning with and from others, i.e. have a positive attitude to life-long learning.
- 3) To enable pupils to be familiar with a body of knowledge and information retrieval skills applicable to a wide range of sources including books, CD-ROMS, audio and videotapes. To this end we encourage pupils to develop the habit of reading and to value reading as a source of pleasure and as an important skill for life.
- 4) To contribute to the development of pupils of a wider body of knowledge and skills, e.g. to value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.
- 5) To support teaching methods and to provide sufficient and carefully selected stock that allows all pupils (irrespective of gender, ethnic origin, academic ability, etc.) to have access to a wider body of knowledge and skills and to experience success and enjoyment in their work. The stock also includes resources that contribute towards the pupils' spiritual, moral, social and cultural development.

- 6) to develop an awareness in pupils of:
  - \* the implications of books and other resources (past and present) for the individual and the local, national and international communities and to appreciate human achievements, failures and aspirations.
  - \* the significance of books and other resources in order to value them as an important, pleasurable and fundamental realm of human experience.
- 7) To enable pupils to develop a range of desirable personal qualities such as politeness, perseverance, initiative and independence.

## **PROCEDURE:**

These procedures relate directly to the six aims of the Learning Resource Centre and Fiction Library at Porthcawl Comprehensive School and are intended to show how these are put into practice.

- 1) We encourage and support teaching staff to provide a variety of experiences/ activities during a course of study, i.e. use the library and during a library lesson if possible.
- 2) The L.R.C and P15 are well stocked with books (fiction and non-fiction) and a suite of computers to the Internet. The library has a good, user-friendly computerised catalogue system for its books, which may be accessed from any computer in the school.
- 3) Staff in the school encourage pupils to pursue a piece of work set by any department over a period of time, e.g. project work, where research is carried out - using the L.R.C.
- 4) Our resources are differentiated. We cater for pupils with a variety of reading ages, Special Educational Needs and 'Gifted' children.
- 5) Staff attempt to show the enjoyment and benefits of a variety of language and literature given to us. This is done by well-chosen resources and carefully phrased comment.
- 6) Library sessions are conducted in a secure, supportive and disciplined manner. The pupils and the staff interact in a manner that shows mutual respect. The Code of Behaviour is well known and publicised. Adult supervision of the L.R.C. at all times when it is open is necessary for this atmosphere to be maintained.

## **PRACTICE**

The policy of the LRC embraces the two libraries situated in the following areas of the school: -

- 1) 'A' Block Library containing stock for reference and loan; personal computers, listening station, periodicals, newspapers, videos etc.
- 2) P15 containing Poetry, fiction for reference and loan; Shakespeare plays and commentaries; personal computers. These may be used by all year groups as part of timetabled English lessons.

### **A. The policy of Porthcawl Comprehensive School is designed to:**

- 1) promote the reading of books for enjoyment and personal development:
  - a) book lists, which take into account the recent trends in encouraging boys to read more extensively.
  - b) A monthly Book Club magazine is issued to all pupils in the English lessons.
- 2) inculcate the habit and ability to use a wide variety of resources available for study in all subjects.
- 3) ascertain annually from Heads of Department and other senior staff any appropriate material which they would like the L.R.C. staff to order.

### **B. When considering a policy for the L.R.C. certain factors are to be borne in mind: -**

- 1) the allocation of the budget to be spread over the different subject areas and year groups.
  - a) As there is a central budget for both venues it is important that the distinct needs of each library is borne in mind when resources are being ordered. To that end, the pro forma will be given to Heads of Departments in each new financial year. The amount allocated to each department will vary from year to year depending on the current stock in place.

- 2) opening hours and supervision:

9.00am.— 3.25pm. This includes the lunch hour every day.

- \* The Librarian is available from 9.00am to issue books, advise on the availability of material and to help find and use resources.

- \* Sixth Form pupils are encouraged to use the L.R.C. during any lesson throughout the day.
- \* Classes can be booked in advance with any subject teacher.

After school hours: -

Homework Club –This is supervised by the Library staff and other members of the teaching staff from different departments.

Tuesday & Thursday 3.30—4.30pm.  
A Homework Club free bus is also available on these days.

A timetable is drawn up at the beginning of the Autumn Term so that each English class can be taught in P15 at least once a month.

The purposes of these lessons are: -

- a) to ensure regular reading of fiction and to encourage the habit of borrowing books to take home, for which records are to be kept by pupils. Pupils are encouraged to give presentations of books they have read to fellow pupils.
- b) to enable pupils to understand how books are arranged in a library and how to find information they need for their research work.
- c) to enable students to produce research work in various formats for different audiences etc.

### 3) Equal Opportunities—Differentiation

The L.R.C. and Fiction Library contribute to differentiation, i.e. planned intervention with the Intention of maximising the achievements of pupils based on their differing individual needs, in the following ways:

1. RESOURCES should:

- a) *have an appropriate readability level.*  
We provide a number of reading boxes known as ‘Quick Reads’ To be used by KS3 pupils who may not be able to access the full novel during reading lessons.
- b) *be easy to understand*

- c) *be well designed.*  
We provide pupils with attractive books, journals, multimedia resources and D.T.P. quality worksheets. We use our own and published material.
- d) *be in many different forms*  
Books, journals, newspapers, audio and video-tapes, CD-ROMS and internet access available for use by pupils.
- e) *be connected to schemes of work, set by the teaching staff, that identify available resources.*  
L.R.C. staff liaise with teaching staff to ensure sufficient library resources will be available for pupils to research their projects.
- f) *be kept in well managed storage/retrieval systems.*  
Our resources are well managed and arranged and retrievable via our computerised catalogue.
- g) *prepare pupils for the methods of study that they will be expected to use.*
- h) *help teaching staff to build study skills into Schemes of Work.*  
We urge teaching staff to bear in mind the range of resources, when preparing schemes of work. Teaching staff are also encouraged to bring pupils, as a class or in groups, to the L.R.C. to give them the opportunity to develop research and reading skills.

2. SUPPORT should:

- a) *help with appropriate resources.*  
Books and non-book resources are well integrated into Departmental schemes of work.
- b) *give access to outside agencies.*  
We are prepared to contact expert agencies outside school for advice on behalf of pupils and teacher.

3. GROUP STRUCTURE CAN SUPPORT DIFFERENTIATION IF:

- a) *we allow individual work.*  
Individuals work in the L.R.C. in the following ways:
  - \* Private study;
  - \* Recreational reading;
  - \* Computer research
- b) *we are flexible when responding to individual needs.*

We ensure that we have sufficient resources to help all pupils and teachers with their information searches.

#### **4) Storage**

- A) Stationery supplies are stored in locked cupboards; keys are held by L.R.C. staff.
- B) Books are shelved according to the Dewey Decimal classification system. This is to ensure that, pupils have familiarity with, and the skills to use the classification system of most libraries.
- C) Current periodicals are arranged on a display stand. Back copies are stored for a limited period.
- D) Videos, audio cassettes, music CD's and CD-ROMS are kept in special cabinets.
- E) Newspapers are delivered every day and are available for pupils and staff to read. Articles relevant to school courses are later cut out and stored.

#### **5) Stock**

##### *A) Selection:*

At the beginning of the budget year, purchase requirements are requested from Heads of Departments, who are encouraged to check the stock relevant to their subject before finalising their list. The librarian will access TES Bookfind, bfsnavigator.net and catalogues for new resources on request.

##### *B) Processing*

Each item goes through the following sequence: -

- 1) Accession number is given
- 2) Library labels are attached
- 3) Dewey classification is given
- 4) Security tag is attached
- 5) Resource details are entered onto database, including keywords, synopsis etc.

##### *C) Loans:*

- 1) Each loan is processed and entered onto database.
- 2) Item may be renewed unless required by another borrower
- 3) Items are returned to the librarian
- 4) Lost items are replaced and charged to pupil.

*Stock control:*

All books, videos, audio cassettes, CD's, CD-ROMS should be traceable through the database. This only works if the loans are processed correctly. Stock is checked on a regular basis by use of a data pen. If an item is not in the library or on loan it is recorded on the computer as missing. An amnesty session is offered at the end of the year.

## **6) Catalogue**

As detailed above all resources are entered on the database when added to stock. This catalogue may be used, by the pupils for information retrieval, throughout the school on the intranet.

## **FUTURE PLANS**

We intend to:

1. Consider ways to promote pupil's independent study by more effective use of the Learning Resource Centre.
2. encourage and support staff to use the L.R.C. during a library lesson.
3. liaise with Senior Management as to the need to update computers as required.
4. use the Library Game with all year 7 pupils.
5. issue sets of individual KS3 (years 7, 8 &9) to English Department to use as a teaching tool.
6. develop the use of Homework Club by encouraging staff from different Departments to attend and assist with any age or ability.

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