



Chigwell School

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Staff champion	JR
Last Reviewed by Governors	July 2021
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Swallow Library and Junior School Library Collection and Development Policy

1. Aims and Objectives of the School Libraries

The school libraries aims to:

- Provide a supportive and stimulating environment for all.
- To be the central hub for learning for students and staff.
- Ensure resources complement, support and enhance studies for all subjects and at all levels in order to develop independent and lifelong learners.
- Provide resources that develop motivated readers, and to foster a love of reading across the school community.

2. Existing Provision of Stock

The current stock of books is approximately 20,373 with 10,000 books in the Swallow Library and 10,373 in the Junior School Library.

2.1 Fiction

The Swallow Library holds a stock of fiction books of approximately 3,500 books and the Junior School Library holds 2,240 fiction books which are all shelved by authors' surname.

2.2 Non-Fiction

The Swallow Library holds approximately 6,500 non-fiction books and the Junior School Library holds 8,133 non-fiction books, which are shelved according to the Dewey Decimal System, with revisions as needed to suit the school curriculum.

According to CILIP, the secondary school library should stock a minimum of 13 items per pupil in Key Stage 3 and 4 and 17 items per Key Stage 5 pupil. Also, in KS2 the junior school library should have a minimum of 13 items per pupil. Using this as a basis we meet that target. Our stock exceeds that number by 3,000 items.

2.3 Periodicals

The libraries currently subscribe to the following periodicals

- Art Review
- Frieze
- New Scientist
- History Today
- How It Works
- A-Level Review Journals
- The Week Junior
- The Critic
- Teen Breathe
- Top Gear
- Match Magazine
- Four Four Two

2.4 Online Resources

The libraries currently subscribe to the following databases to support learning across the curriculum:

- EBSCO
- JSTOR
- Britannica
- The BMJ
- Financial Times (Sixth Form & Staff only)
- Wheeler's eBooks
- Economist – Year 9-13 and staff only

2.5 Audio Visual Resources

The Swallow Library has a selection of DVDs for Modern Foreign Language and these are loaned according to the British Board of Film Classification.

3. Collection Development

The School Librarian and Junior School Librarian are responsible for the selection and purchase of all stock within the Library budget. Purchases for subject-based stock are sometimes made in conjunction with the relevant Head of Department and Departmental Staff. Suggestions for purchases will be considered from students and staff.

New stock is displayed before being shelved and is also announced on the school twitter feed and occasionally within assembly.

3.1 Fiction Selection Criteria

Although fiction books are chosen for literary merit and their interest to students, some stock is supplied that supports the use of Accelerated Reader and occasionally to support recent popular television series or film releases.

3.1.2 Choosing New Titles

The librarian reads extensively and consults reviews and professional evaluations when selecting stock. Special care is taken with purchasing and loaning of teen fiction. The librarian is unable to read every book within the library, but care will be taken as far as possible with material considered to be for older students. We are conscious of the diverse make-up of the school community and the diverse world that pupils will be part of at university and beyond. Opportunities are taken to acquire titles that reflect this diversity.

3.1.3 Age Restrictions - Fiction

Where students wish to borrow books that may contain graphic or disturbing content, the librarian will advise students of such. For some stock, permission from parents/guardians will be required before the loaning of the item concerned. Warning messages are placed on such stock at the time of cataloguing. However, some circulation transactions take place without the librarian being present and in which case the librarian will contact parents/guardians as soon as possible to inform them of this and a decision can be made regarding the loan.

3.2. Non-Fiction Selection Criteria

3.2.1 Related to Curriculum

Priority is given to materials that are directly related to the curriculum and student learning. Resources are chosen by the librarian who will also consult with Heads of Department and Departmental staff on stock choices where needed.

3.2.2 Current Ideas

Stock that is over 10 years old is considered out of date; for some subjects, such as ICT or science, this can be as low as two years. Such stock will be replaced with newer materials.

3.2.3 Age Restrictions – Non-Fiction

There are no age restrictions on stock within the non-fiction section, but material that may be offensive in nature has a warning within the book.

3.3 Periodicals and Online Resources Selection Criteria

3.3.1 Databases are made available to all students and staff via the school Gateway system.

3.3.2 Periodicals are purchased based on interest and requirements from departments.

4. Donations

These are accepted according to the relevant selection criteria, although warning is given that they may be sent to recycling if not of use to the school library.

5. Challenged Stock

The library is not a place for censorship; however, the Library does have a duty of care to pupils. Where an item is raised as unsuitable for a school library by a parent/guardian the following procedure will be followed:

- 1 The item will remain on the shelves until a decision is made.
- 2 The librarian and Head of English will read the book and discuss findings on content.
- 3 The librarian and Head of English will meet with the Headmaster to discuss findings.
- 4 The decision will be passed to the parent/carer by the Headmaster.

6. Preservation and Disposal

6.1 Damaged books and other items

Minor tears, loose leaves and torn covers are mended as they are brought to the librarian's notice. Stock that is damaged beyond repair is disposed of and replaced if required.

6.2 Disposal

Stock, including subscriptions (paper and electronic) are regularly assessed, on a rolling programme, for relevance and condition. Items are disposed according to the following criteria:

- Stock that is worn, old and/or tatty.
- Is outdated.
- Has been superseded.
- Stock that contains dated language, racist or homophobic content due to its age will be removed and not replaced.

6.4 De-accessioned Stock

All de-accessioned library stock is firstly offered to staff and students and when storage allows books are recycled where possible.

6.4.1 Reconsideration of de-accessioned stock

If a member of the library or an associate of the school objects to the removal of an item they will be referred to the Collection Management Policy. Items may be retained within the library or returned to stock at the discretion of the librarian if it can be shown that the policy has not been adhered to, or if there is exceptional cause to keep the item.

**For and on behalf of the Governors
M.E. Punt**