



Chigwell School

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Staff champion	JR
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Swallow and Prep School Libraries Collection and Development Policy

1. Mission Statement

The Swallow (Years 7-13) and Prep School (Years 3-6) libraries support the academic, social and emotional growth of pupils in Chigwell School, providing inclusive and supportive environments in line with the school's values and strategic aims.

2. Objectives

Wellbeing

- To be a welcoming, inclusive, safe space for pupils to read and work throughout the school day
- To provide resources that celebrate diversity and respect for different perspectives
- To support the mental health and wellbeing of pupils through the provision of resources that explore a wide range of mental and physical conditions, and issues, of concern to young people
- To foster a love of reading with all its associated benefits for personal growth and mental health.

Excellence

- To play a central educational for pupils and staff, supporting them in achieving excellence both in and outside the classroom
- To provide high quality resources and support initiatives that develop motivated and confident readers
- To ensure resources complement, support and enhance studies for all subjects and at all levels in order to develop independent and lifelong learners
- To inspire intellectual curiosity, develop information literacy and engender critical thinking through activities and material that offer a wide range of ideas and voices.

Service

- To provide opportunities for pupils to volunteer within the library whether as pupil librarians or as part of undertaking Duke of Edinburgh awards
- To provide resources that inspire pupils to make a difference in the world
- When appropriate, to contribute to charities through schemes such as the Children's Book Project

3. Collection Development

In line with our school's values and CILIP's Ethical Principles (<https://www.cilip.org.uk/ethics>) the libraries are committed to upholding, promoting and defending human rights, equality and diversity, and intellectual freedom including freedom from censorship. This includes the nine characteristics protected against discrimination by the Equality Act 2010:

- age
- disability
- gender reassignment
- marriage and civil partnership

- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

The collections offer resources for recreational and academic reading, wellbeing and social development. They support cultural diversity, a wide range of viewpoints and ideas, and represent all protected characteristics.

The School Librarian and Prep School Librarian are responsible for collection development and management within each library's budget, using their professional judgement and experience when purchasing stock.

4. Existing Provision of Stock

Prep School Library

The current stock of books is approximately 10,800 items:

- Fiction 4,250
- Non-fiction 6,250
- Reference only 300

The library also subscribes to Primary eBooks and audio books via Wheeler's ePlatform

Swallow Library

The current stock of books and periodicals is approximately 10,500 items:

- 5,300 fiction books and graphic novels shelved by genre and then authors' surname.
- 5,000 non-fiction books shelved according to the Dewey Decimal System, with revisions as needed to suit the school curriculum.
- 200 periodicals

According to the Chartered Institute for Library and Information Professionals (CILIP) a 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. Using this as a basis the library exceeds that number by approximately 500 items.

The library also subscribes to a range of digital resources to support learning across the curriculum and secondary age eBooks and audio books via Wheeler's ePlatform.

5. Selection Criteria

5.1 Fiction

Reviews and relevant professional websites are widely consulted. Fiction is chosen for one or more of the following criteria:

- literary merit
- school community interest, request or need. Consideration is also given to fiction that supports equality, diversity and inclusion. Suggestions for purchases are also considered from pupils and staff. In the Prep School books fiction is also bought to support KS2 reading schemes.

5.2 Non-fiction

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

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 unless still considered useful for students.

5.3 Periodicals and Online Resources Selection Criteria

Periodicals and online resources are purchased based on interest and requirements from departments.

6 Donations

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

7 Access to the Collection

The libraries will not knowingly hold resources that are felt to be discriminatory or inappropriate but material with challenging content or, in the case of the Swallow library, adult themes will not be censored or excluded. Some classic texts may contain language, subject matter or stereotypes which are deemed harmful or offensive in which case information will be provided in the front of the book acknowledging the content and suggesting questions for consideration.

Books have no legal age rating but the libraries do have a duty of care to the students, so whilst the librarians are unable to read every book within their libraries, care will be taken as far as possible with material considered to be for older students. Where books have more mature content the following procedures are followed.

7.1 Prep School Library

The Prep School Library holds a section of books for Year 6 pupils only. As older readers of the Prep school they have a more advanced reading age and have selected most of the books for this section themselves through recommendations. Age guidance is written inside copies and loans are made with the librarian's discretion.

If a book is deemed slightly older due to content or language it is kept in a separate section, discussed with the pupil and explained to the parents/guardians to ascertain if the pupil is able to borrow such item. This usually only occurs with book series.

If any books are purchased or donated to the Prep School Library that prove to be inappropriate for the younger age group they are passed on to the Swallow Library.

7.2 Swallow Library

Special care is taken with the purchase and loan of teen fiction. Age guidance is written inside copies and loans are made with the library staff's discretion. Where pupils wish to borrow books that contain graphic or disturbing content, the library staff will advise pupils of such. For some fiction and non-fiction 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.

8 Challenged Stock

Where an item is raised as unsuitable for a school library by a parent/guardian or other adult stakeholder, the following procedure will be followed:

- i. The item will remain on the shelves until a decision is made.
- ii. The relevant librarian and subject head will read the book and discuss findings on content.
- iii. The relevant librarian and subject head will meet with the relevant Head (Head of Prep and Pre-prep or the Head) to discuss findings.
- iv. The decision and rationale will be passed to the parent/carer by the relevant Head.

9 Preservation and Disposal

9.1 Damaged books and other items

Minor tears, loose leaves and torn covers are mended as they are brought to the librarians' notice. Stock that is damaged beyond repair will be de-accessioned.

9.2 Disposal

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

- Stock that is worn, old and/or tatty.
- Is outdated.
- Has been superseded.

9.3 De-accessioned Stock

De-accessioned library stock is disposed of in different ways. If in poor condition the paper is recycled. If in good condition some stock is offered to staff for a donation to a school charity. Non-fiction stock is offered to departments where relevant.

9.4 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
D.A.P. King**