



Mount Carmel

R.C. HIGH SCHOOL



Mount Carmel LRC 2026.27

A Family of Faith & Learning

THE LIBRARY POLICY

Statement of Objectives

- To foster a love of books and enthusiasm for reading
- To provide resources for the curricular and leisure needs of all pupils
- To enable pupils to develop research and study skills
- To provide an independent learning space

Overview of the Library Provision

The library has a 24-station computer suite in addition to a well-stocked, up to date library of books. A computerised loan system Accessit is in operation; the library manager/English staff are available at break and lunchtime to assist pupils and staff.

The library during lesson time:

The computer area is available for booking whole classes using the booking system on Edulink. Bookings for any vacant lessons in the other computer rooms can be made using the same room booking system.

The reading area of the library is also available for booking for whole classes to come and research topics. Boxes of books relating to the topic to be covered can be prepared, in advance, and taken up to class. Please see the Library Manager about these two facilities. Full responsibility for these books lies with the teacher in charge. Non-fiction titles may be borrowed by individuals and taken to class, but only for the lesson, they must not be taken home.

NB: Unaccompanied pupils cannot be sent to the library when the librarian is on their lunch break. This may vary from day to day so please always check first.

The library for extra-curricular use:

Pupils have access to the library during break and lunchtime for reading, research and homework. One fiction book per student may be borrowed for two weeks at a time; non-fiction may only be borrowed to class. The library is open for all at break and lunch. Students are expected to be working quietly, and either completing homework, silent reading or doing extra study.

The library after school:

The library is open after school between 3:00 – 4pm to give pupils an opportunity to read, study and complete homework in a safe and supportive environment.

The library for English:

The English department uses the library in pre-arranged lessons for the exchange of fiction titles to pupils and complete their Accelerated Reader quiz. Accelerated Reader is used to monitor the reading in years 7, 8 and 9. Each pupil is allowed one fiction book out at a time, for two weeks, after which they are renewable. Pupils should be encouraged to always bring their book as this promotes continuity, encourages preparation for individual reading and assists us with the over-dues. At the start of each academic year, KS3 students follow an induction / re-familiarisation session with the librarian and class teacher to remind them of expectations and library protocols.

Staff use

Staff may borrow books including the non-fiction titles. If **the library managers are absent, pre-booked computer classes may still come down with the teacher. The book area will be closed to unaccompanied pupils.**

July 2026

JBS/NFM