

# Library Policy

St Bernard's High School



**Approved by:** Full Governing Body

**Date:** April 2026

**Last reviewed on:** April 2026

**Next review due by:** April 2027

## **St Bernard's High School**

### **Library Policy**

#### **1. Rationale**

The library seeks to support the educational, pastoral, and co-curricular aims of St Bernard's High School by acting as a central hub for study, learning, and reading for pleasure. It is a welcoming, inclusive, well organised, and safe space at the school where all students are encouraged in their reading, learning and social development.

The library aims to serve students and staff at St Bernard's High School with fiction and non-fiction books for reading for pleasure purposes as well as materials for wider reading, curriculum support and personal development.

All staff and students are members of the library and are encouraged to take advantage of the many opportunities and activities the library has to offer.

We specifically affirm and support the St Bernard's High School literacy policy and the Seven Catholic Social Teaching Principles with reference to its stated aim of increasing engagement with literacy and reading for pleasure across the school.

#### **2. Use of the Library and its Resources**

All students and staff are required to treat the library, its staff and resources with respect, in line with the Behaviour Policy. Any instances of inappropriate or disruptive behaviour will be dealt with following the Behaviour Policy and school systems. If students are asked to leave the space due to behaviour, then there will also be a period of non-attendance at the library which will be communicated to the form tutor and Head of Year.

The library uses the Library Management System Oliver to loan resources, track borrowing, manage student and staff records, catalogue stock and report statistics. All staff and students are automatic members of the library via Oliver upon enrolment and until they leave St Bernard's High School. Student librarians can log into the system using the special login and can issue, return, renew and reserve books but are not permitted to access the rest of Oliver's features in line with GDPR legislation.

Library users can borrow one fiction and one non-fiction resource at any one time (this can be overridden by the Librarian in exceptional circumstances to allow more items to be borrowed).

Library resources can be borrowed for a period of three weeks, with the exception of study guides which are loaned for a period of one week. Students are expected to return

their borrowed resources in a timely manner and in the condition in which they were received.

Where resources have not been returned on the due date, the following retrieval method occurs:

Three reminders are sent by the Library Management system via email to the student.

- The first email goes to students when their book is 1-7 days overdue.
- The second email goes to students when their book is 8-21 days overdue.
- The third email goes to students when their book is 22 days overdue.

If the resource has not been returned by the final email, a further message is sent including the form tutor advising them that we will have to contact parent/carer requesting payment for the book if not returned by the end of a week.

If the book is still not returned or replaced, we will then ask Finance to add a replacement cost to the parent/carer ParentPay account and will then write to parents to ask for either the amount to be paid or a replacement copy to be purchased.

- The student will be unable to borrow further resources until this has been resolved.

The library space may be booked by staff for teaching or student meetings via the Room Booking System. Students may be sent to the library for pastoral or respite needs as appropriate and by arrangement with the librarian.

Links with external groups and partners will be fostered as appropriate to enhance and support the library's services and resources.

The risk assessment for the library will be reviewed and updated regularly in line with school policy and practice.

### **3. Selection Criteria for resources, events, and visitors**

The St Bernard's High School Librarians have responsibility for the selection of materials, events and speakers/visitors for inclusion in the library, with recommendations and requests welcome from school staff, students and parents/carers. Requested resources must meet the selection criteria before acquisition.

Items selected are based on the needs of the library's diverse user group, which includes all students from years 7-13 and staff members and intervention groups. A

wide range of materials and experiences are required to meet the needs of our diverse users. We prioritise stock and events that users will enjoy but that will also challenge and extend their reading, personal and interpersonal skills as well as provide different viewpoints in order to increase enjoyment, promote learning and build empathy.

In selecting materials/events/speakers for inclusion in the library, the Librarian will consider:

- Educational significance and the contribution the subject matter makes to the curriculum and student interests.
- Favourable reviews found in a selection of sources, National Literacy Trust, Reading Agency, BookTrust, CILIP, Yoto Greenaway & Carnegie Awards, Waterstones, and other reputable industry specialists.
- Validity currency and appropriateness of the material
- Accessibility
- Balance to controversial issues in manner compliant with other selection criteria
- High literary style or artistic quality

#### **4. Deselection Criteria**

Materials are deselected (or weeded) from the library on a rolling basis when they no longer meet the selection criteria and space is needed for new titles. This is often due to lack of use, irrelevance to the collection, outdated or inaccurate information, overall condition and/or lack of appeal to user groups.

After deselection, materials are given and sold in the following order:

1. Given to school staff for classroom use.
2. Given to students for individual use.
3. Sold via a book sale or using WeBuyBooks, recycled, passed to charity shops or otherwise disposed of

#### **5. Acquisitions and Donations**

Materials are purchased with the assistance of the Finance department and the best price will be sought from distributors /suppliers. If a resource is needed quickly timelines of availability may take priority over cost.

The library gratefully accepts donations of good quality relevant titles. We cannot guarantee that donated books will be added to the library stock and if deemed inappropriate for the library they will be disposed of in line with the deselection criteria.

## **6. Access Policy**

St Bernard's High School pupils vary greatly in maturity, age, life experiences, protected characteristics, and ability and as such every resource in the library will not be suitable for every pupil. Similarly, while the librarian will encourage and guide pupils towards suitable resources, they cannot gauge the suitability of every resource for every student. St Bernard's High School library believes that a library collection of curated materials is one of the safest and most reliable ways to access information, and we support our student's freedom of access to information and right to read as established by British Legislation<sup>1</sup> and IFLA<sup>2</sup> and CILIP Ethical Frameworks<sup>3</sup>.

Concurrent with frameworks and legislation, including the CILIP, CILIP SLG and SLA Interim Position Statement on Intellectual Freedom in School Libraries (May 2022) whilst the librarian may guide students towards what is deemed age-appropriate reading through recommendations and the use of differently labelled collections, we will ask for parent/carers permissions for collections we deem as one year or more beyond their current age. This includes fiction and non-fiction collections.

Whilst all newly purchased resources will be assessed using a selection criterion it is impossible for the librarians to read every book acquired.

St Bernard's High School encourages parents/guardians to engage with their children's reading. If parents/guardians believe a resource that their child has brought home for personal reading is unsuitable, they should ask their child to return it to the library. We always welcome book recommendations requests and are happy to help students find something more suitable.

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<sup>1</sup> [1] *Human Rights Act 1998: Elizabeth II. Chapter 42.* (1998). London: The Stationery Office.

<sup>2</sup> IFLA. (2019) *IFLA statement on censorship*. Available from: [https://www.ifla.org/wp-content/uploads/2019/05/assets/faife/statements/ifla\\_statement\\_on\\_censorship.pdf](https://www.ifla.org/wp-content/uploads/2019/05/assets/faife/statements/ifla_statement_on_censorship.pdf) (Accessed 17 June 2025)

<sup>3</sup> CILIP. (2018) *Ethical Framework*. Available from: [https://cdn.ymaws.com/www.cilip.org.uk/resource/resmgr/cilip/policy/new\\_ethical\\_framework/cilip\\_s\\_ethical\\_framework.pdf](https://cdn.ymaws.com/www.cilip.org.uk/resource/resmgr/cilip/policy/new_ethical_framework/cilip_s_ethical_framework.pdf) (Accessed 17 June 2025) and CILIP, CILIP SLG and SLA joint Interim Position Statement on intellectual Freedom in School Libraries [joint statement school libraries.pdf](https://www.ymaws.com/joint_statement_school_libraries.pdf) ([ymaws.com](https://www.ymaws.com))

## **7. Books Published exclusively for Adults**

The library stocks a small collection of materials that are written, published and promoted with an adult audience in mind. (Not all of these are restricted for example many are "Classics" and form a part of the curriculum and are available to all students) Where adult books deal with the themes not generally considered appropriate for a younger audience, the books will be shelved separately from the general collection and marked as being for Sixth Form Only and will be tagged on Oliver so that an alert is issued if non sixth formers students attempt to borrow them using the checkout desk. Sixth form students are welcome to request titles to be added to the collection to increase their options of reading for pleasure these requests will be assessed on a case-by-case basis by the librarian before purchases are made.

## **8. Graphic Novels & Manga**

All students are welcome to borrow unrated graphic novels or graphic novels rated T or below. Parent/guardian permission is required for Year 7 & 8 students who desire to borrow T+ rated titles and for all students under the age of 15 wishing to borrow S rated titles.

## **9. Complaints and Stock Reconsideration**

In line with St Bernard's High School Complaints Policy, we request that all complaints about library materials be directed to the Librarians in the first instance. The librarians will endeavour to respond to and resolve the complaint in a timely manner with the assistance of the SLT Line Manager for the Library.

In the rare instance that this process does not resolve the issue a formal written stock reconsideration request should be submitted to the library.

During reconsideration the item will be assessed by a reconsideration committee consisting of the Head Teacher, the Line Manager for the Library and the Librarian. Members of the student council may also be invited to express their views in order to ensure that student voice continues to be embedded in school policy and to give young people a voice in the decisions that affect them. The item will be assessed against the selection criteria and the reasons given for the complaint. The item will not be removed from the library during this period.

At the end of the assessment period one of the following actions will take place

1. The item will remain in its current position in the library.
2. The item will be relocated to a different collection and/or the age guidance label amended.
3. The item will be removed from the library.

The complainant will be informed in writing of the decision and why it has been made. After an item has been reconsidered it will not be subject to reconsideration for another five years.

## **10. Privacy Policy**

Concurrent with IFLA<sup>4</sup>, CILIP<sup>5</sup> and ALA<sup>6</sup> ethical standards, we do not disclose student borrowing records or item requests to outside parties (including parents/guardians) unless.

- There is a safeguarding concern in which case only relevant information will be passed to the safeguarding team.
- An item is more than 3 months overdue and other avenues of requisition have been exhausted.
- The parents/guardians have made a Subject Access Request as permitted by GDPR. Please note students over the age of 12 must give their consent before their data can be disclosed.

### **Links with other policies**

This document links to the following St Bernard's High School policies

Child Protection and Safeguarding Policy

Literacy Policy

Equality Policy

Data Protection Policy

Behaviour Policy

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<sup>4</sup> IFLA. (2015) *IFLA statement on privacy in the library environment*. Available at: <https://www.ifla.org/wp-content/uploads/2019/05/assets/hq/news/documents/ifla-statement-on-privacy-in-the-library-environment.pdf> (Accessed 17 June 2025).

<sup>5</sup> CILIP. (n.d.) *Protecting the individual's right to privacy*. Available at: <https://www.cilip.org.uk/page/ProtectingTheIndividualPrivacy> (Accessed 17 June 2025).

<sup>6</sup> ALA. (2016) *Library privacy guidelines for students in K-12 schools*. Available at: <https://www.ala.org/advocacy/privacy/guidelines/students> (Accessed 17 June 2025).

Charging and Remissions Policy

Complaints Policy