



ST HILDA'S
CE HIGH SCHOOL

School Library Policy

Approved by Governing Committee: Curriculum & Teaching Committee

Ratified by Full Governing Body: 18th June 2026

Next Review Month: June 2027

Policy Owner / Author: JH

Review Frequency: Annual

This policy remains in force until superseded by a revised policy approved by the Governing Board.

CHRIST JESUS AS OUR CORNERSTONE

Ephesians 2:20

THE ST HILDA'S FAMILY

We are the St Hilda's family, with **Jesus Christ** as our **cornerstone**.
Building on foundations of **wisdom hope community dignity and equality**
we nurture and support one another to be our very best.
We rejoice in our **diversity** and celebrate our many achievements.

Rationale

St Hilda's CE High School Library is a welcoming, positive, well-organised, safe and dynamic space in the heart of the school, where all pupils are encouraged and empowered in their reading, learning and social development. The library aims to serve students and staff at St Hilda's with fiction and non-fiction for reading for pleasure, as well as materials for wider reading, curriculum support, skills-building, and professional and personal development. All students and members of staff are automatic members of the library, and are encouraged to take advantage of the many opportunities and activities the library offers,

Beyond reading, we aim to build community and promote student and staff wellbeing through lunchtime and extra-curricular clubs/activities and focus on cultural and social events and celebrations. We are an inclusive space where all Library users can feel safe to read, learn, relax and explore their interests. We specifically affirm and support the aim of increasing engagement with literacy and reading for pleasure across the school and the wider community.

Use of the Library and its resources

All students and staff are required to treat the library, its staff, including Pupil Librarians, and resources with respect in line with the Home/School Agreement and the Behaviour for Learning Policy. Any instances of inappropriate or disruptive behaviour will be dealt with following the Behaviour for Learning policy and school systems.

The library uses the Library Management System Accessit to loan resources, track borrowing, manage student records, catalogue stock and report statistics, and all students and staff are automatic members of the Library via Accessit upon enrolment and until they leave school.

Library users can borrow up to three resources at any one time (this can be overridden by the Librarian in exceptional circumstance to allow more resources to be loaned).

Library resources are loaned for a period of three weeks, with the exception of comics which are loaned for a period of one week only. Students are expected to return their borrowed resources in a timely manner and in the condition in which they were received.

Where resources are not returned the following retrieval methods occur:

In the first instance, a message is sent to the student via their Form Tutor reminding them to return or renew their resource(s).

If the resource has not been returned or renewed, a further message will be sent to students. This will be followed by a letter to parents/ carers, giving them the following options:

Renew – visit the library with the resource(s) to have them loaned for a further three weeks

Return – Return the resource to the library (using the Returns box outside student services or by handing in to the Librarian or student librarians). The library does not charge late fees.

Replace - if the resource has been lost or badly damaged, replace it/them with new or good quality second hand copies

Reimburse – reimburse the school for the cost or part of the cost of the resource

If the resource is still not returned, renewed, replaced or reimbursed the student will be unable to borrow further resources until this is done, or the resource is returned in original condition.

We also use SORA (Secondary eBooks now) for access to e-books, audio books and online magazines. All staff and students are automatically enrolled with SORA and use their school credentials to log into the website or app. They can then listen to audio books or read e-books, at no cost, on any device. Resources are automatically returned after a period decided by SORA.

Selection Criteria for resources, events and visitors

The St Hilda's CE High School Librarian has 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/guardians; requested resources must meet the selection criteria before acquisition.

Items are selected based on the needs of the library's diverse user groups, which include all students from Year 7 to Year 13 and staff members, members of clubs, special interest groups, the Careers department, intervention groups and extra-curricular 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. This provides for the inclusion of books that are challenging in content or style. We promote the inclusion of diverse materials and voices:

Everything we do in the library, and with the diverse resources we stock, are in line with our school values of Wisdom, Hope, Community, Dignity, Equality and Diversity, and with our aim to support each other to be the very best.

The best way to promote courageous advocacy is to read widely and often, developing empathy and finding out about the world around us in a safe and controlled way. The library aims to equip pupils to flourish both in school and beyond.

In selecting materials/events/speakers for inclusion in the Library, the Librarian will refer to the ALA's selection criteria², judging them based on:

- Educational significance
- Contribution the subject matter makes to the curriculum and to the interests of students
- Favourable reviews found in standard selection sources (National Literacy Trust, Reading Agency, Book Trust, Chartered Institute of Library and Information Professionals School Libraries Group, the School Library Association – of which the school is a member, CILIP Yoto Carnegie Greenaway Awards, Waterstones book awards and other reputable industry specialists)
- Favourable recommendations based on preview and examination of materials by professional personnel including school staff
- Reputation, authority, and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity
- Providing balance to controversial issues in a manner compliant with other selection criteria

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, in order of priority:
- Given to school staff for classroom use (if appropriate)
- Given to students for individual use
- Offered to parents / carers or pupils at events such as parents' evenings
- Donated to charity
- Recycled or otherwise disposed of

² ALA. (1998) *Workbook for selection policy writing*. Available from: <https://www.ala.org/Template.cfm?Section=dealing&Template/ContentManagement/ContentDisplay.cfm&ContentID=11173> (Accessed 19 October 2021).

Acquisitions and Donations

Materials are purchased with the assistance of the Finance Department and the best price will be sought from distributors/suppliers. If appropriate, timeliness/availability of stock may take priority over cost. Funds will also be raised through library fundraising events to subsidise the budget and commission to buy further resources will be earned through our twice-yearly Scholastic Book Fairs.

The library may accept donations of good quality, relevant titles. Please note that we cannot guarantee that donated books will be added to Library stock as space is at a premium. If deemed inappropriate for the library, materials will be given away or disposed of as in the process for deselected library stock.

Access Policy

Children and Young Adult Fiction and Non-Fiction – General

St Hilda's students vary greatly in age, maturity level, life experience, interests, protected characteristics and ability, and as such every resource in the school library will not be suitable for every pupil. Similarly, while the Librarian will encourage and guide pupils toward suitable resources, they cannot gauge suitability of every resource for every student. St Hilda's CE 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 students' freedom of access to information and right to read, as established by British legislation³ and IFLA⁴ and CILIP⁵ ethical frameworks.

Concurrent with frameworks and legislation, including the CILIP, CILIP SLG and SLA joint 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 Library collections, the Library does not limit access to written materials published for children and young adults, nor does it require guardian permission for students to borrow these. This includes fiction and non-fiction.

³ *Human Rights Act 1998: Elizabeth II. Chapter 42.* (1998). London: The Stationery Office.

⁴ 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 (Accessed 19 October 2021).

⁵ 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 (Accessed 19 October 2021) and CILIP, CILIP SLG and SLA joint Interim Position Statement on intellectual Freedom in School Libraries [joint_statement_school_libra.pdf \(ymaws.com\)](https://www.ymaws.com/www.cilip.org.uk/resource/resmgr/cilip/policy/new_ethical_framework/cilip_s_ethical_framework.pdf)

Whilst all newly purchased resources will be assessed using the ALA's selection criteria as above, it is impossible for the Librarian to read every book acquired.

St Hilda's CE High School will encourage parents and guardians to engage with their children's reading beginning when the induction pack is sent home at the end of year 6, and continuing throughout their journey at St Hilda's. If parents/carers 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 recommendation requests and are happy to help students find something more suitable.

Books Published exclusively for adults

The library stocks a small collection of materials that have been written, published and promoted with an adult audience in mind. Not all of these are restricted (for example, many of these books are 'classics and form part of the curriculum, and are therefore available to all students). Where adult books deal with themes not generally considered appropriate for a younger audience, the books will be shelved separately from the general collection, clearly marked as being available for 'Adults Only', and will be tagged on Accessit so that an alert is issued if non-college students attempt to borrow them using the check-out desk. College 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 and Literacy Lead before purchases are made.

Graphic Novels/Manga and Visual Media

All students are welcome to borrow graphic novels or manga. If a parent / carer believes any of these titles are unsuitable for their child, they should ask them to return the books to school.

The library does not currently stock any visual media – in the event that such stock becomes available students will need parent/guardian permission to borrow titles rated as above their chronological age.

Complaints and Stock Reconsideration

We request that any complaints about Library materials be directed to the Librarian in the first instance. The Librarian will endeavour to respond to and resolve the complaint in a timely manner, with the assistance of the Library SLT link.

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

During reconsideration, the item will be assessed by a reconsideration committee consisting of the Head teacher, the SLT link for the library, and the Librarian. Members of the Student

Council and / or Pupil Librarians 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 our young people a voice in 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 assessment period.

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

- The item will remain in its current position within the library.
- The item will be relocated to a different collection and/or an age guidance label will be added to the item.
- The item will be removed from the library.

The complainant(s) will be informed in writing of this decision and why it has been made. After an item has been considered, it will not be subject to reconsideration for another five years.

The Librarian has no discretion over which books are included in the SORA catalogue. If anything read through SORA is deemed inappropriate, the Librarian should be contacted in the first instance. This will be followed up as deemed appropriate.

Privacy Policy

Concurrent with IFLA^{6,7}, CILIP⁸, and ALA⁹ ethical standards, we do not disclose student borrowing records or item requests to outside parties (including parents/carers) unless:

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

⁶ 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 18 October 2021).

⁷ IFLA. (2020) *Libraries and children's right to privacy: IFLA Submits Comments to OHCHR Call for Inputs*. Available at: https://cdn.ifla.org/wp-content/uploads/files/assets/hq/ifla_-_submission_on_privacy_rights_of_children.pdf (Accessed 18 October 2021).

⁸ CILIP. (n.d.) *Protecting the individual's right to privacy*. Available at: <https://www.cilip.org.uk/page/ProtectingTheIndividualPrivacy> (Accessed 18 October 2021).

⁹ ALA. (2016) *Library privacy guidelines for students in K-12 schools*. Available at: <https://www.ala.org/advocacy/privacy/guidelines/students> (Accessed 18 October 2021).