



# Learning Resource Centre Policy

Active partnerships are the key to an effective LRC which is the physical hub of the curriculum and whole school development.

Gwyn Wood Learning Resource Centre Manager

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**The Learning Resource Centre (LRC) is a whole school resource centre, which supports and enriches the curriculum demands and leisure needs of the whole school community.**

### **The Role and Aims of the LRC**

The LRC aims to support teaching and learning in the school by: -

- Encouraging the development of independent learning and the acquisition of information retrieval skills among students.
- Ensuring there is access to good quality, up-to-date resources, in a variety of formats, making full use of new technologies.
- Providing resources and facilities, which encourage reading for pleasure.
- Encouraging students to have a positive attitude towards using the resource materials and take responsibility for their own learning.
- Creating a welcoming learning environment that is ordered, attractive and stimulating.
- Providing proactive and responsive services, tailored to the evolving needs of the student body.

### **Staffing**

1. The LRC Manager is available during the school day to help and assist all members of the school community as and when required.
2. The LRC Manager reports to the Deputy Headteacher.
3. The role of the LRC Manager is to collaborate proactively with teaching staff to provide professional services and facilities in support of learning and research needs. The LRC Manager will also lead and facilitate the development and promotion of the LRC and be responsible for the strategic day-to-day management.
4. Student Ambassadors assist the LRC Manager over break and the lunchtime period to help with the management of student behaviour.
5. LRC helpers are recruited in the spring term of each year. The school uses the School Library Association's selection and recruitment process. LRC helpers are then placed on a weekly duty rota to assist in the smooth running of the LRC during break and lunchtimes. The SLA training programme is then followed with badges and certificates being awarded accordingly.
6. Reading Cloud Ambassadors support the LRC Manager to train and promote the online library portal.

### **Accommodation/Environment**

1. The LRC will seat approximately 31 students, with an additional 6 seats dedicated to 6 networked PCs.
2. During break and lunch up to 40 students will be allowed to access the LRC at any one time.
3. This means that approximately 3 per cent of the student population can be accommodated with available seating filled to capacity.

### **Access**

1. All members of the school community are welcome in the LRC.
2. The LRC will be open before, during and after school to allow maximum access to resources.
3. At present the opening hours are 8.00am to 4pm.
4. The LRC is a multifunctional and flexible learning space. It is available before, during and after school for staff to use with classes or small groups. It is an open space and staff should be aware that other users may be working in the LRC at the same time. It is not intended for exclusive use for one group.
5. Sanctions and rewards are applied in line with the Bramhall Way consequence system and the LRC Code of Conduct.<sup>1</sup>
6. The LRC Manager may, on occasion restrict access to individuals who choose to disregard these.
7. The LRC Code of Conduct is formulated and enforced within the context of equal opportunity for all students, and with recognition that rules need to be achieved by the majority of students.
8. During lesson time, small groups of up to 8 students may be admitted to the LRC provided that they sign in and state the information they are looking for, and the teacher that has responsibility for them.
9. The LRC Manager can provide resources for use in classrooms.
10. During lesson time the LRC is an area where pupils should expect to find and maintain a quiet working environment conducive to learning. At break and lunchtime the atmosphere will be more relaxed so as to encourage the recreational side of the LRC.

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<sup>1</sup> LRC Code of Conduct attached as an appendix.

## Resources

1. Resources will be aimed at encouraging and challenging pupils to extend literacy through reading for pleasure.
2. Fiction stock will be chosen to support the recreational reading of all ages in the school, including adults.
3. Non-fiction resources will be chosen to support and extend students' curriculum and leisure interests, and to broaden the breadth and depth of their knowledge and understanding.
4. Fiction stock is shelved by genre, and the non-fiction stock is shelved according to the Dewey Decimal System.
5. There is an Accelerated Reader Library which includes fiction and non-fiction stock. These resources are colour coded by book level. Accelerated Reader quizzes are accessed via the online library portal.
6. Computerised catalogues, Subject Index, shelf guiding and displays help students to find the information they need quickly and easily.
7. The LRC Manager liaises with the Network Manager to ensure the ICT resources within the LRC enhance the needs of the curriculum.
8. The LRC resources also include magazines, audiovisual and multimedia materials including e-books, DVDs and MP3s.
9. The LRC also houses the relevant equipment needed to access these resources.
10. The LRC is home to the Careers information and Staff library. The LRC Manager works with the leadership team to ensure the resources are up to date and plentiful.
11. The LRC resources are selected to reflect the overall priorities of the school. The LRC manager liaises with Subject Leaders each half term to ensure the LRC has adequate resources to meet the curriculum being taught in school. Priorities are then identified and stock is purchased from the allocated budget available each financial year.
12. The current LRC funding allocation provides £6.75 per student per year for books and ICT peripherals.
13. Communication channels between staff and the LRC are promoted so that the LRC Manager is aware of planned projects and can organise or purchase resources in advance, plus providing feedback to departments in respect of independent study use by students.
14. Departments are encouraged to programme an LRC based activity into their Medium Term Plans.
15. The resources in the LRC have been developed to fulfil the school's vision for all students to maximise their potential. The resources support an inclusive, stimulating and challenging curriculum, which is personalised to meet the needs, abilities and interests of all students and staff.

16. As access to these resources covers a wide age range some material may be deemed inappropriate for a young audience. In light of these issues, the LRC Manager has placed restrictions on some materials. Students in Year 7 to Year 9 are asked to gain parental permission before they can borrow certain resources.

### **Loans/Booking Procedures**

1. Students may borrow up to 6 books over a 3 week period and these can be renewed 2 more times. DVDs may be borrowed for 1 week and are not renewable.
2. The LRC has a RFID security system, a self issue terminal and e-learning provision.
3. Staff may borrow up to 60 items at one time and may keep these for a half term. The loan period for staff can be negotiated with the LRC Manager.
4. A procedure for recovering overdue items is in place and is maintained thoroughly.
5. There is a computer reservation system in place for students who wish to use the computers for homework.
6. I pads are available for homework purposes but must not be taken out of the LRC.

### **Stock Deletion**

1. A LRC stock-take is carried out every 3 years. An ongoing management of stock means that stock may be deleted where and when appropriate.
2. The following guidelines will be used to determine items of stock to be deleted from the LRC resources:
  - Physical condition
  - Out of date content
  - Not used in the last 5 years
  - Stereotyping
3. Certain items will be kept if their use can be justified.
4. Stock may be sold, recycled, given away or donated to staff and departments.

### **LRC Induction**

1. Year 6 students take part in a LRC based activity during their Induction Day at school.
2. Year 7 students are provided with leaflets on 'Good Books' and 'Use of the Learning Resource Centre'.
3. Selected Year 10 students are provided with a 'Young Adult Fiction' leaflet and the LRC Manager will organise a lesson on young adult fiction if the English teacher feels this would be helpful.
4. There is a LRC information page in the Staff Handbook.

5. The LRC Manager will assist in delivering research and information handling skills to other groups if requested, and these groups may book a lesson in the LRC for this purpose.

### **Display and Publicity**

1. The LRC Manager maintains displays to draw attention to new stock, current themes and pupils' work.
2. Promotional book trailers are displayed on the LRC information screen.
3. Events, such as competitions and participation in national events, are arranged to raise interest and awareness within the school.
4. There is an online library portal which is accessed via the school VLE. Students and staff can also access this via the imls App.
5. Students are encouraged to write Book Reviews and recommend resources.
6. There is a school homepage at the [www.lovereadingschools.co.uk](http://www.lovereadingschools.co.uk) website. Reading lists for year groups, book awards and author promotions are advertised and displayed here.

### **Evaluation and Feedback**

1. Statistics are gathered, to determine stock use from the Library Management system. This system provides quick access to data analysis and reports which then informs the process of stock selection.
2. In addition the use of the LRC during leisure time is monitored daily with a headcount.
3. The use of computers during leisure time is also monitored on a daily basis from the Computer Booking sheets.
4. The LRC Manager writes and implements a LRC Improvement Plan in conjunction with the SIP.
5. LRC helpers meet with the LRC manager each half term and the minutes are recorded.

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## LRC Code of Conduct



Students using the LRC are expected to follow the **Bramhall Way** and the **key rules**, plus the **LRC Code of Conduct** which is as follows:

- ✓ You are expected to treat the property of the LRC with care.
- ✓ Return resources on time as other students may have reserved them. If you have overdue resources then you will not be allowed to borrow until these are returned.
- ✓ Food and drink is not permitted in the LRC.
- ✓ Don't leave bags where other students can fall over them.
- ✓ Ask a member of staff or library ambassador before using a computer.
- ✓ Mobile phones may only be used for reading and research. Ask the LRC manager before using one.
- ✓ Please put any resources you have used in the LRC, back in the right location.
- ✓ For your own safety do not touch any plugs or sockets.
- ✓ If you activate the security gate please return to the main desk.

Please remember the **Bramhall Way** the **key rules** and the **LRC Code of Conduct** are for the benefit of everyone and students who break the rules will be banned from using the LRC for a specific period of time.

**Thank you for working in a helpful way.**

