



Learning Resource Centre
Collection Development Policy
May 2015

Contents

1. Learning Resource Centre Collections
2. Criteria for Stock Purchase and Replacement
3. Stock Selection Aids
4. Ordering of Stock
5. Dealing With Donations
6. Withdrawal of Stock
7. Department Requests for Material
8. Better World Books

1. The Learning Resource Centre (LRC) Collections

The Chartered Institute of Librarians and Information Professionals (CILIP) recommend that School Libraries should have at least 13 book items per secondary school pupil and that 10% of the library stock should be replaced annually.

Currently the LRC has 6.5 book items per student and last year (2013-2014) only 2.5% of stock items were replaced whilst 19.5% of stock was removed. This occurred as the Librarian undertook the first complete stock take since the book stocks were amalgamated in 2012. Many items were removed from the database as they had not physically been on the LRC shelves. To the Librarian's knowledge this was the first time a stock reconciliation exercise had been undertaken.

The Librarian is currently working through the non-fiction collection stock to eliminate out of date, irrelevant and unused stock. Once this major weed has occurred, the plan is to work towards the CILIP recommended stock levels. This should be achievable with current funding levels within 5 years.

The variety of LRC materials will contribute to the spiritual, moral, social and cultural development of all LRC users – students and staff alike.

The stock will be assessed every Summer Term and where necessary replacements purchased for missing and damaged stock. A stock take and data cleanse will take place every July to ensure that the Library Management System database is up to date and accurate ready for the new Academic year.

Non-Fiction Collection

The LRC non-fiction collection will be developed in line with the Academy curriculum to ensure that LRC materials adequately support the educational needs of the students and staff. These materials will be appropriate to the ability range of the students, enabling access for all.

The non-fiction collection will also try to reflect the leisure interests of the students and material will be purchased to widen the available reading material for all.

Fiction Collection

The LRC fiction collection will continually be added to throughout the year, with new popular fiction titles, in a wide variety of genres. This includes age appropriate graphic novels. Readers of all abilities will be catered for to ensure all students are able to develop their reading and literacy levels.

The Reference Collection

The LRC reference collection will be updated annually to ensure any encyclopaedias and dictionaries include as up to date and relevant material as possible. It may be decided that some of these resources should be accessed online but this will depend on cost and potential usage of students.

Other Collections

The collection will also include popular interest and subject orientated magazines, which will be shared with the Quiet Learning Zone.

The LRC also houses the careers development collection which is overseen by the Extended Schools Manager. This is up dated on a regular basis.

There is also a Teachers Non-Fiction, Fiction and Reference Collection with material which is appropriate to curriculum, teaching styles and educational progress.

2. Criteria for Stock Purchase and Replacement.

Good stock selection is essential for any school library. Stock must be attractive, in a good state of repair and as up to date as possible to encourage regular use. To ensure this, stock is purchased using the following criteria:

- The material supports the teaching curriculum.
- The material provides information on leisure interests of students and staff.
- The material will add value to the fiction collection.

- The material is of an appropriate level and content for the intended LRC users.
- The material is appropriately priced.
- New fiction will be purchased in paperback where possible, unless a request for the title has been made.

Lost or missing items will be replaced according to the following criteria:

- The item is essential to support the teaching curriculum.
- The item is in high demand and there are students awaiting the item.
- Newer editions will be purchased where available. Fiction paperbacks will be purchased to replace fiction hardbacks.

Damaged items will be replaced according to the following criteria:

- The item is not able to be repaired or has previously been repaired and has become damaged again, so it is more economical to replace.
- The item is essential to the teaching curriculum.
- The item is in high demand or has been requested.

Items are considered damaged when the spine, cover or internal pages are torn, water damaged or where pages have been ripped out or written on.

3. Stock Selection Aids

With a great deal of books published on a yearly basis for inclusion in school libraries there are a number of tools which the Librarian uses on a regular basis to ensure that stock which is purchased for the LRC is fit for purpose and adds value to the collection. These tools include:

- Publishers Catalogues.
- Staff and Student Recommendations.
- Journals and Reviews.
 - The School Librarian.

- Times Education Supplement.
- CILIP Publications.
- Websites such as Achuka; Books Teens and Magazines; Education Umbrella; Scholastic; The Book People.
- Visits to publishers and bookseller.s
- Visits by book companies such as SGS Books, Raintree and DK.
- Approval copies sent out by companies such as Labernum House; Badger Learning; Oliver Michael Books, School Bargain Bookshop.
- Donations.

4. Ordering of Stock

The Librarian is responsible for the selecting and ordering of resources. The Librarian endeavours to maximise the value of the LRC budget by sourcing the best value stock at all times. All purchases are tracked on a LRC Budget Tracker spreadsheet so that a close eye is kept on how and where the budget is spent. The Librarian's Line Manager is the signatory for the LRC budget and all orders must be signed by him before they go to the Finance Department for ordering.

5. Dealing with Donations

The LRC is grateful for all donations to stock from any source. However, sometimes items which are donated are not suitable to be added to the student collections. This will be the case when:

- There is already more than one copy of that particular title in stock.
- The item is in poor condition.
- The material or subject matter is inappropriate for adding to the collections in the opinion of the Librarian and/or her Line Manager.
- The item is over 5 years old (in the case of non-fiction) – unless it can be of value in the opinion of the Librarian.

Donations that are not suitable will be added to the Teachers Collection or the LRC Book Sale Stock and sold in order to raise additional funding for the LRC.

Sometimes the item may be inappropriate for the Book Sale and then it will be sent to our recycling company for redistribution.

6. Withdrawal of Stock.

It is necessary to weed the collection to remove items which are no longer useful. This should maintain the quality of the resources. Weeding will be carried out in relation to the use and state of the resources. Items will be withdrawn from stock under the following conditions:

- The item is damaged beyond repair and a replacement has been purchased.
- The item is damaged beyond repair and it has been decided by the Librarian not to replace it due to other materials that adequately cover the subject or it has duplicates.
- The item is more than 5 years old and more up to date material is available.
- The item has not been borrowed from the fiction shelves for more than 5 years.
- There are duplicate copies available and it has been decided that the duplicates are no longer necessary.

Items which are withdrawn from stock are either put on sale on the LRC Book Sale shelves, recycled through Better World Books or placed in the recycling bin (in the case of damaged stock).

Items have their plastic jackets removed, their date labels removed and, if possible, their barcodes removed. Then “withdrawn” is written on the inside of the book to show that it has been removed from the LRC stock with the permission of the Librarian.

The Librarian’s decision on the removal and disposal of the withdrawn stock is final.

7. Departmental Requests for Material

Departments will be approached to make curriculum recommendations and information regarding changes to courses during the first couple of weeks in June when teaching staff will have a greater amount of directed time due to GCSE examinations having started.

Staff may make recommendations for material to support their teaching at any time of the year by contacting the Librarian directly.

The Librarian will order departmental requests based on stock selection criteria.

The Librarian will notify departments when materials they have requested arrive in the LRC and have been added to stock.

If finances and departmental budgets prevent an essential item from being purchased the Librarian will approach the staff member as soon as possible as alternative funding may be available from the subject department.

The Librarian's decision on the purchase of material for the LRC is final.

8. Better World Books

The LRC is affiliated with to the book recycling company, Better World Books. They collect donations from school libraries across the country to either resell, for which the Academy receives a percentage of the profit, or to donate to READ International, where they are redistributed to schools in Tanzania and Uganda. They guarantee that no donated books ever end up in landfill sites.

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