



## **Learning Resource Centre Policy**

**May 2015**

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# **1. The Academy Learning Resource Centre (LRC)**

## **1.1 Location:**

The LRC is situated in the heart of the school above the Atrium on the first floor. It is an open plan area with disabled access from the lift. The LRC was opened in January 2012. It is currently run by a full-time Chartered Librarian, who has been in post since January 2013.

The LRC provides resources for students and staff alike. It aims to support the curriculum by providing a wide, relevant and up-to-date range of resources as well as supporting the Reading For Pleasure Agenda.

## **1.2 Opening Times and Access:**

Before School: 7.30am – 8.25am

Break: 10.45am – 10.55am

Lunch: 1.00pm – 1.30pm

After School: 2.35pm – 3.15pm {3.00pm on a Friday}

Students are allowed to use the LRC during their free time to read, do homework and research subjects for class. The LRC computers are available at these times and can be pre-booked for sessions {except Break}.

The LRC can be used as a learning space for small groups or full classes by prior arrangement with the Librarian. Ad-hoc visits from classes are acceptable as long as the LRC is not being used by another class and the Librarian is contacted. If teachers require the PCs to be used or a particular topic is going to be studied then the Librarian requires as much notice as possible so materials are available for the class.

Students will not be allowed to change library books between lessons and will only be permitted during lesson time if the teacher writes a note in the student's planner. Changing books at other times, such as form time, is actively discouraged as students could disrupt assemblies that will be taking place.

Books can be posted into the LRC Return Bin when the LRC is closed. This is situated outside the LRC at the top of the Atrium stairs and is emptied daily.

Students are not allowed into the LRC once the Librarian has left for the evening and the closed signs are displayed. As the LRC has no door it is impossible to physically close the LRC. It is an expectation that students will not use the space when they are unsupervised by a member of staff.

If staff wish to use this space after the LRC has closed with students or as a meeting space, then the Librarian must agree to this out-of-hours use in advance. Any group using this space, at these times, must leave the space as they found it: with furniture placed back in the correct place and any materials which have been used, replaced.

### 1.3 Staff

Academy Librarian: Mrs Debra Godrich BA(Hons) DipIM MCILIP – Chartered Librarian. Been in post since January 2013

Student Librarians: 10 students who work in the LRC before school, at break, at lunchtime and after school. These are trained following the School Library Association Pupil Librarian programme. Each is trained by the Librarian and they are selected following completion of application forms and having a small interview. They receive 5 Achievement Points at the end of each week as a reward at the end of each week.

### 1.4 Role of the Librarian

Management: The Librarian is to assist in the day-to-day running, administration, management, development and promotion of the LRC and to oversee the work of the Student Librarians. This includes selection, ordering, classification, cataloguing, processing and promotion of the LRC stock.

Consultation/communication: The Librarian will liaise, as and when necessary, with subject departments and individual staff in all matters relating to their use of the LRC, to enable the best possible provision of resources. This will include attendance at

management meetings, faculty meetings and departmental discussions and working with teaching staff in the planning and development of the Academy's information resources.

The Librarian will use the weekly Newsletter, Staff Briefings, the TV screens and Academy noticeboards where appropriate to communicate with staff, pupils and parents/carers.

Instruction in Library and Information Skills: The Librarian will play a supporting role in the provision of Information Retrieval Skills to enable students to be equipped with the relevant study skills for effective information gathering and use. These skills are important for students to learn as they are relevant for many aspects of life during school and afterwards.

#### 1.5 Accommodation and Facilities:

Study Spaces at desks: 18.

Total Seating: 35 seats.

Interactive whiteboard with PC docking station and speakers.

PCs: 6 x HP Compaq PCs. These are networked into the Academy mainframe and connected to the Internet.

There is no onsite printer. Students wishing to print out their work need to send documents to the Pull-Q and then access printers at other sites in the Academy using their IT profiles.

Headphones are available for all PCs.

Stationery: The LRC can provide coloured pencils, glue and scissors for use in the LRC. There is no access to plain or lined paper. Paper is only available during lessons held in the LRC.

#### 1.6 Resources:

Books: approximately 6500

Fiction – 2230

Non-Fiction – 4270

Magazines: 10 weekly or monthly leisure magazines.

PCs: 6 Internet Access PCs.

Study Guides for all GCSE/BTEC and KS 3 subjects.

Careers Development Section: local college prospectuses, application forms, local university prospectuses, Job CLIP notes and specific career information.

## **2. The Ethos of the LRC**

### **2.1 Mission Statement:**

The mission of the LRC is to help raise the standards and achievement of Droylsden Academy students by providing quality, up-to-date, relevant information and reading material in a calm, friendly environment to enable students to study and research. It also aims to promote a love of reading for pleasure throughout the whole Academy population. The Librarian, working in collaboration with her Line Manager, the Literacy Co-ordinator, the Senior Leadership Team and the teaching staff, can accomplish this mission with sufficient funding, resources and support. Most of all, the LRC and its staff wish to create a sense of wonder and excitement about the written word.

### **2.2 Objectives:**

- To encourage students and staff to use the LRC by creating a safe, comfortable atmosphere for quiet work.
- To support the curriculum at all levels.
- To develop the skills needed to access, evaluate and manipulate information by developing an Information Retrieval Skills Programme for each year group, that supports students in the development of research and study skills.

- To provide leisure interest information and materials at all levels in order to assist in the encouragement of students wider reading habits.
- To provide a variety of information resources and to ensure they contribute to the spiritual, moral, social and cultural development of all LRC users.
- To communicate information about the LRC's resources, facilities and activities throughout the whole Academy, and the wider community if required.
- To monitor, evaluate and review policies in order to respond to new needs and developments.
- To liaise with staff and students to ensure attitudes and behaviour in the LRC are maintained to a high standard.
- To liaise with staff and students to ensure LRC resources are developed to meet identified needs and to provide training, where necessary, and support for staff in the use and development of the LRC.
- To develop links with parents, the local community and feeder schools.
- To provide effective organisation of resources and facilities and providing access to those at the time of need.
- To provide LRC resources that will stimulate and encourage students to learn for themselves.
- To promote reading for pleasure through LRC activities, displays, reading lists, reviews and lessons in the LRC.
- To provide a high standard of display and promotional material to enhance the appearance of the LRC and to provide an attractive environment, conducive to learning.



### **3. Use of the LRC**

The LRC is used by students at specific times during the Academy day as set out in Section 1.2. Students can use this time to complete homework, undertake research and read for pleasure. The Librarian discourages the use of the LRC as a social club and chatting is to be kept to a minimum.

#### **3.1 LRC Expectations:**

- Students will use the LRC quietly and respectfully.
- Students will be researching for class work; completing and printing homework (using the PCs or book stock); reading for pleasure.
- Students will be as quiet as possible when working in groups at all other times.
- Students will respect other users and the LRC staff.
- Students will read and work in silence before school.
- Students will not talk loudly or shout.
- Students will not run or move around inappropriately.
- Students will not deliberately disturb other users.
- Students will not eat or drink – even water.
- Students will not use the LRC as a meeting place or social club.

The Librarian follows the Academy Behaviour for Learning Policy and students who do not meet the LRC expectations will be given the relevant sanctions. Any student given a Level 2 or above will also be banned from the LRC for 1 week. Students who consistently fail to meet LRC expectations may be given further bans from a month to a half-term. These will be discussed with the Line Manager and the appropriate Head of Year.

### 3.2 Class Time Use

Staff are able to book the LRC as a learning space for whole classes on a regular basis or on an ad-hoc session. This is organised via the Librarian who puts it in LRC Calendar. Classes can be scheduled on a weekly or monthly basis. For ad-hoc sessions, teaching staff must consult with the Librarian before bringing classes up to the LRC to check availability.

If a teacher wishes to access information on specific topics or use the PCs, they should let the Librarian know in advance so relevant materials can be selected and the PCs set up correctly.

Teachers are discouraged from sending students to renew, return or loan books during lessons. These tasks should be completed during non-class time.

### 3.3 Out of Class Time Use

The LRC is open to all staff and students before school, at break, at lunchtime and after school. The Librarian is responsible for monitoring behaviour and dealing with any misconduct via the Behaviour for Learning Policy.

Any changes in opening times or access, due to meetings, will be advertised around the LRC and emailed to form tutors to mention to students during registration.

## **4. Resource Management.**

### 4.1 Library Management System:

All LRC book and PC resources are catalogued using a computerised library management system: Eclipse.net. The Librarian has administrator access to the system and Student Librarians only have Guest Privileges.

Students do not have access to the LRC catalogue via their user profile yet so enquiries are taken at the Enquiry Desk by the Librarian or Student Librarians.

All loans, reservations, returns and overdues are recorded using Eclipse.net. All Student Librarians are trained to handle basic enquiries via Eclipse.net and can issue, renew and return books as well as check loan status on the catalogue.

The PC mice are also issued via Eclipse.net in order to monitor Internet usage.

#### 4.2 Collection Organisation:

There are approximately 6500 resources in the LRC.

- Fiction including a separate Teachers Collection – currently these are shelved alphabetically by Author surname. Some English topics are genre orientated and it has been suggested to the Librarian that the stock is re-organised into Genre and then Author order. This will be carried out towards the end of Summer Term 2015 after the annual stock take.
- Non-fiction including separate Teachers Collection – currently arranged in a simplified Dewey Decimal Classification (DDC). However, DDC has undergone several changes since the majority of the non-fiction collection were classified. The Librarian is of the opinion that a much simpler subject based classification system can be created to help students find books on topics and also help the Student Librarians reshelve stock. Many school libraries are in the process of adopting such a system and the Librarian will carry out a literature search to develop the most appropriate method for Droylsden Academy Students.
- Study Guides, many which are reference only – these cover all GCSE/BTEC courses and some KS 3 courses. These are arranged in alphabetical order based on subject. Many are accessible in the Quiet Learning Zone situated in the Atrium at lunchtime. The majority of the books are provided for the students by the subject departments – which is why the LRC copies are mainly reference, as they are just back-ups for the materials the students are given in class.

- Careers Information – local college prospectuses and application forms are kept together in alphabetical order; university prospectuses are kept together in alphabetical order and are for general reference as there is no 6<sup>th</sup> Form in the Academy; books on specific careers are kept alphabetically based on career; CLIP notes on specific jobs are kept in a number of lever arch files. These are updated and organised by the Extended Schools Manager.
- Reference Section including a separate small Teachers Reference collection – these include dictionaries, encyclopaedias and handbooks which are currently shelved in DDC order. These resources are unable to be loaned from the LRC and have to be used in the LRC.
- Magazines – current copies are kept on the display stands. They are kept for 3 months (in the case of the monthly periodicals) and 1 month (in the case of the weekly ones). Back copies are then donated to the Art department for use in their projects. Articles may be removed and kept for specific topic/project collections based on curriculum information supplied by subject leaders. Magazines are not issued on loan as they are very popular so can only be used in the LRC

#### 4.3 Borrowing:

All books must be issued using Eclipse.net and issued by the Librarian or Student Librarian. No books must be taken from the LRC without being issued. If there is a problem with the database then a written record is taken of the Student's name and the barcode of the book and it must be inputted to Eclipse.net as soon as possible. This can happen when a student has arrived during the term and their details need to be manually added to the Borrowers database.

##### 4.3.1 Loan Limits:

Pupils: up to 2 books for up to 2 weeks with 2 renewals allowed.

Student Librarians: up to 5 books for up to 4 weeks with unlimited renewals.

Staff: unlimited number of books for periods of up to 1 term with unlimited renewals. Staff can also loan books for class purposes for up to 1 term. The Librarian has to be made aware of how long particular resources are going to be required for, so the loan period can be altered accordingly.

If the Librarian is not available, for example whilst at lunch, then a student or member of staff must return to the LRC later. On NO ACCOUNT should a student or member of staff take resources from the LRC without having them issued correctly.

Staff are asked to not send students to the LRC during Period 5 as this is when the Librarian goes to lunch and the LRC is left unattended.

#### 4.3.2 Overdues:

Books should be returned or renewed in person or via email before the date stamped on the label in the front of the books.

Overdue reminders are generated once a week and are emailed to those students whose books are at least 7 days overdue. An email is also sent to the Form Tutors sometime on a Monday. Books must be returned or renewed by the Friday of the same week. If this does not occur then a student will be issued with a Level 2 detention in line with the Behaviour for Learning Policy. Students will receive a Level 2 detention for each 7 day period their book is overdue – up to 3 detentions. Their LRC account is frozen until the issue has been resolved. This means no books can be issued and the student will not have access to the PCs.

After the first detention is issued and the issue has not been resolved, a text will be sent to the parent/carer via the SchoolComms messaging system to alert them to the matter. After the second detention, the relevant Head of Year will be alerted to the issue. After the third detention an invoice will be

raised for the payment of the cost of the book. Invoices for books which cost under £10 will be raised by the Librarian. Those for books over the cost of £10 will be raised and distributed via the Finance Department.

Staff can help by reinforcing the need to return books to the LRC on time, at every opportunity.

Books can be returned when the Librarian is away from the LRC or when the LRC is closed by depositing the books in the blue Book Returns bin which is situated at the top of the Atrium stairs.

#### 4.3.3 Reservations:

Reservations for books out on loan can be made by filling a white reservation/suggestion form and handing it to the Librarian or a Student Librarian. Forms are situated on the round desk in the middle of the LRC.

Reservations are placed on the student account and students will be alerted that a reservation has arrived via their school email account. If the book is not collected after 5 days then a reminder is sent to their Form Tutor. Books not collected within a fortnight will be returned to the shelves.

#### 4.3.4 Renewals:

Books that are on loan can be renewed twice. This can be done in person at the Enquiry Desk or the Librarian can be emailed directly. However, if a student still requires the book after two renewals, then the book needs returning on Eclipse.net and then reissuing. If the book has been reserved for another student then it should not be reissued.

#### 4.3.5 Lost Books:

If a student reports the loss of a book, then the student is given a week to try and locate the missing item before the Librarian will raise an invoice for the cost of a replacement. This allows for the possibility that a book could be found. A text/email will also be

sent home via the SchoolComms system to alert parents/carers to the issue.

If a book is not found, it is marked as missing on Eclipse.net and the cost is then logged on the student's LRC account. An invoice will be sent home and their account will be frozen until the issue is resolved. In special circumstances a student may be allowed to pay for the replacement in instalments. Once they have begun payment they will be allowed to take a reduced limit of books out – 1 book at a time.

In the event of a book being found once it has been paid for, the money will be refunded to the student with a receipt [as long as the book has not been damaged in any way].

#### 4.3.6 Damaged Books:

If a book has been reported or returned damaged beyond repair then the student will be issued with an invoice to cover the cost of a replacement [i.e. pages written on; water damage; food damage; pages torn or ripped out; torn cover; broken spine].

If the book has lost its plastic or dust jacket then the Librarian will charge 20p for the replacement cost.

NB: if the book is cleanable or repairable, the Librarian will ask the student who damaged it to rectify the damage under guidance.

#### 4.4 ICT Facilities:

##### 4.4.1 Computer Booking:

- 5 of the 6 LRC computers should be booked in advance. Bookings can be made up to 1 week in advance for before school, at lunch and after school. Bookings cannot be made for break as it is only 10 minutes long. Bookings are made at the Enquiry Desk by the Librarian or Student Librarians. Computer mice will not be issued 5 minutes before the end of a session.

- Computers can be booked for a whole session. 1 PC should be kept available for ad hoc use such as printing off homework or checking email/Moodle for homework.
- NO games are to be played on LRC PCs unless they are part of the curriculum such as Kodu, Scratch, MyMaths, Mission Maker etc. Photoshop is available on all PCs but is only to be used by students who are carrying out Photography homework.
- If teachers wish to use the PCs during a class, they are to inform the Librarian prior to the lesson so they can be set up correctly.
- If computers are not booked, then they are available on a first-come first-served basis.
- Students who fail to arrive for bookings will have this privilege removed and will need to use the computers on a first-come first-served basis. Students who are unable to attend a booked session must inform the Librarian at their earliest opportunity so it may be allocated to another student. Students will only be allowed to miss 3 sessions, unless they were absent from the Academy at the time of the session.
- Bookings are made on the bookings sheet kept at the Enquiry Desk.
- The PC mouse is checked out to the student via the purple barcode list, as a book would be issued. The student can only be issued with a mouse if they have no overdue library books or outstanding payments. Student librarians will check student accounts before issue.
- Once the student has finished their session on the PC, they MUST return the mouse to the Enquiry Desk to have it checked in by the Librarian or Student Librarian. They



MUST NOT hand it to another student to use as there may be another student waiting.

#### 4.4.2 Computer Use:

- Only 1 student is allowed to sit at a PC unless it has been arranged with the Librarian before hand – i.e. if 2 or 3 students are working on a group activity or assignment.
- Only the swivel computer chairs should be used by students using PC as they are designed to be used in this manner. No other chair should be used by the PC operator.
- Computers should be left set up and switched on at the end of every session. All wires need to stay connected and only the USB cable belonging to the mouse should be removed. Students must log out before they leave the PC.
- No software must be uploaded on to the PCs.
- USB data sticks can be used to transfer work between PCs as long as they are regularly screened with anti-virus software. The Academy mainframe is screened daily for malware and viruses.
- No food or drink is to be consumed around the PCs – or indeed anywhere in the LRC unless permission has been given by the Librarian.
- Noise must be kept to a minimum. Students causing problems will be asked to leave and consequences will be in line with the Behaviour for Learning Policy.
- Students must not deliberately disturb others.
- Students caught causing any damage to the PC, keyboard, mouse , monitor or cables will be reported to their Head of Year, given a level 2 detention and banned from the LRC for 1 week. This includes switching off the PC inappropriately and pulling out wires.

- Any damage to PCs will be paid for.
- The PCs are situated directly underneath the CCTV camera.

## 5. Services

### 5.1 Year 7 Induction:

All Year 7 students will receive an LRC induction during their first month in the Academy. This comprises of 2 x1 hour long sessions and they take place during English lessons. They are timetabled via a shared Google Sheet with help from the Literacy Co-ordinator.

Students are introduced to the resources in the LRC, the expectations and basic information retrieval skills through discussions and group activities. Students will then be given information leaflets which explain the expectations and services that the LRC provides.

They are also introduced to the Year 7 Reading Passport scheme which encourages Year 7s to read as many books from the LRC as possible during the year. A little competition often helps stimulate LRC loans.

The student who reads the most LRC books in each half-term receives a £5 National Book Token and the student who reads the most books over the whole of the year receives a £20 National Book Token. In the case of a number of students reading the same amount, the name of the winner is drawn out of the hat. The Year 7 English class who reads the most throughout the whole year receives a box of chocolates to share.

As SIMS (School Information Management System) is linked to Eclipse.net all new students and staff are automatically enrolled in the LRC in September. For staff and students who join at different times throughout the year then the Librarian will manually enrol them.

### 5.2 Topic Boxes/Sheets:

A number of topics have been identified by curriculum leaders as topics which will form independent research assessments. The Librarian has put together a number of photocopiable sheets taken from reliable websites, as well as a number of relevant non-fiction books which form

the basis of Topic boxes. The information is all kept together in a magazine holder. The aim is to increase the number of topics that are available. Each topic will be situated in the non-fiction section.

### 5.3 Literature/Information searches:

The Librarian, on request, will carry out basic information searches for staff. The Librarian will endeavour to search books in stock and relevant, reliable Internet sites to find the relevant information.

When making a request, staff need to provide as much information as possible regarding the topic to be researched, including deadline, time limits, resources preferred and how the information is to be presented.

### 5.4 Information Retrieval Skills:

The Librarian is available for reinforcement of Information Retrieval skills to students at the start of a project or topic for investigation. Staff need to approach the Librarian WELL IN ADVANCE of the start of the research period so that an appropriate lesson plan can be discussed and created by the Librarian.

### 5.5 INSET:

On request the Librarian will offer basic INSET, formal or informal, to staff on LRC matters such as stock available, use of LRC computers, research available, careers section, curriculum liaison and other services.

If staff wish to avail themselves of an INSET session they must speak to the Librarian for a convenient time to be arranged. After school sessions will be considered as well as staff free periods.

### 5.6 Suggestions:

All staff are encouraged to suggest material for their own subject area and for general use. The Librarian tries to ensure that curriculum based stock is relevant and up-to-date and meets curriculum requirements. It is essential that staff have input to this area to inform stock development. The Librarian sends out requests for curriculum material in June to Curriculum Leaders so books can be purchased in time for the

new school year. All staff are encouraged to respond in a timely manner to these requests in order to meet the budget cut off times. They also risk the stock available being irrelevant to the subjects that will be studied in the coming year.

### 5.7 Teachers Collections:

The LRC currently holds a Teachers Fiction, Non-Fiction and Reference Collection. The Fiction collection contains donations from staff and books that the Librarian deemed inappropriate for the students collection. Year 11s and certain Year 10s are able to access the Teachers Fiction Collection, though the Librarian has the right to withhold a book from a particular student if she believes the material is unsuitable for that student.

The Non-Fiction Collection includes books which are aimed at University level and beyond which were in the student collections when they were merged in January 2012.

The Reference Collection has teaching manuals and other material which teachers can refer to but which should stay in the LRC. If necessary short loans can be arranged for this material.

## **6. Teaching and Learning**

### 6.1 Supporting ASPIRE:

The LRC is used on a regular basis for small groups of students who have been identified as requiring literacy and numeracy intervention. These students are taught by specialist teaching staff under the ASPIRE programme. The Librarian contributes on an informal basis to the lessons by listening to students read, teaching basic information retrieval skills and the use of the LRC, recommending next reads and providing informal feedback on class work.

## **7. Quality Assurance**

### **7.1 Self Evaluation Form (SEF):**

The Librarian completes a School Library Association approved SEF each July, which reflects on the activities of the LRC year. This is then RAGged (Items are marked up Red, Amber and Green based on their effectiveness. Red and Amber items need further work to turn their effectiveness Green). Plans based on the previous year's SEF are evaluated and conclusions made regarding which activities or projects to carry on forward and ones which can be dropped. The SEF is then distributed to the Librarian's Line Manager who keeps a copy on file to refer to in any LRC development meetings.

### **7.2 Performance Management:**

At the moment there is no statutory Performance Management obligation for Support Staff so the LRC performance is monitored solely by the SEF and Action Plans which are submitted to the Librarian's Line Manager. Formal management meetings take place when information needs cascading up or down.

There are plans to introduce statutory Performance Management for Support Staff in the near future.

### **7.3 Stock Control:**

An annual stock take is undertaken in July to ensure the Eclipse.net database is accurate ready for the start of the new academic year. A report is then produced on all missing items of stock and what the cost amounts to.

With no security system in place, it is difficult to monitor and control the movement of books. Staff need to ensure students understand that books need to be issued correctly before they leave the LRC to prevent many popular titles being taken and not returned. The Librarian instils this message in each Year 7 induction and at other times throughout the year.

The cost of installing a security system was investigated in 2014 and the cost of the equipment and its installation deemed to prohibitive for the Academy budget.

## **8. LRC Development Plan**

The Librarian will annually review the LRC Development Plan. Although there is currently no formal development plan in place, the Librarian works to a Work In Progress list which lists her informal action plans and the progress made to achieve the plans. The Librarian has undertaken to write a formal LRC Development Plan in April 2015 which will reflect her plans for the LRC for the next 2 years so that proper documentation is in order for any OFSTED evidence or Performance Management meeting.

The plan is written on a 2 year basis with plans ratified by the Librarian's Line Manager. These plans will be reviewed annually with plans reviewed, updated and any progress documented including completion dates. Half-term action plans will be created by the Librarian based on the development plan and ratified by the Line Manager. These action plans will form the basis of the Librarian's main projects for the half-term.

Action plans will conform to SMART targets and will be documented.

## **9. Recycling**

Where possible the LRC adheres to the Academy Recycling Policy. All card, paper, envelopes and packaging will be recycled.

The Librarian may use unused printing as her scrap paper but none is distributed to students.

Newspapers and magazines are distributed to other departments such as English and Art.

Books are recycled, reused or sold on. No books end up in landfill.

Written by Mrs Debra Godrich BA(Hons) DipIM MCILIP

Signed: