



LIBRARY POLICY

(Update 2025)

1. MISSION STATEMENT

EQUITY

DIVERSITY

INCLUSION

EQUALITY

The mission of the school library is to provide an inclusive and supportive environment where students are encouraged to develop an appreciation for reading and to ignite intellectual curiosity empowering them to become effective critical thinkers and independent life-long learners.

The library supports the educational, personal, social and emotional development of students creating an inclusive setting that celebrates diversity and promotes respect for different perspectives through materials, lessons, and events that allows them to explore a wide array of ideas and opinions.

To achieve this mission the spacious library offers a variety of resources catering to the needs of study, research, exploration, and leisure. The librarian works in collaboration with Senior Leadership, teaching staff, students, and external agencies meaning the library can effectively meet the diverse needs of its users. We understand that adequate funding and resources are vital in achieving our goals and fulfilling our mission. With the necessary support in place, we can continuously enhance the quality of our library services and provide an exceptional learning environment for all.

2. AIMS

- To provide an environment suitable for private study, research and investigation and to support learning and teaching.
- To enhance the quality of learning and teaching in all areas of the curriculum.
- To support Curriculum for Excellence experiences and outcomes, in particular those that are the “responsibility of all”: Literacy, Numeracy, and Health & Wellbeing.
- To provide a range of resources and equipment for learning and teaching needs, enriching and supplementing resources available in the classroom.
- To provide effective organisation of resources in line with recognised professional standards and facilities and providing access to these at the time of need.
- To provide library resources which will stimulate and promote the interest of students and staff in learning for themselves.
- To encourage, through the development of Library and Information Literacy Skills, independent learning.
- To encourage students to gain an enthusiasm for books and recreational reading as well as fostering intellectual curiosity.
- To provide access to and promote the use of ICT for a range of purposes:
 - Word processing / database / spreadsheets, etc.; Internet; Glow (VLE); OLIVER (Catalogue and library management system); Library Blog; Teams; School Website

3. DIVERSITY & INCLUSION

- The library will be inclusive and welcoming to all.
- The library will provide support and resources to meet the needs of all students, staff, and other members of the school community irrespective of background, gender, learning needs, disability, race and ethnic origin, including colour, religion or belief, and sexual orientation¹ (Equalities Act 2010: Protected Characteristics). In doing so, people will be treated with dignity and respect, and we recognise that different people will bring different perspectives, ideas, knowledge and culture.
- The library maintains opening hours that will provide access to all students and staff throughout the school day (with exception of the librarian's lunchbreak when access may have to be restricted).
- The library promotes and supports reading to students and staff across the school, and the community beyond.
- The library provides inclusive extra-curricular opportunities before registration, at lunchtimes, during timetabled Friday activities, and after school on a Tuesday.

4. LOCATION & ACCESS

The library is purpose-built and centrally located within the school. It was opened in 1987 and is currently run by a full-time Chartered Librarian, Mrs Frances Sinclair, who has been in post since 1992.

It provides an important whole-school resource for students and staff. It aims to support the curriculum and reading for pleasure by providing a wide and up-to-date range of resources from its own collection and from the Orkney Library that provides a support service.

The library has a welcoming atmosphere that is conducive to study, research, leisure reading, and computer use.

4.1. Opening Times

8.30am - 4.00pm Mon, Wed, Thurs

8.30am - 4.45pm Tues (students to make own arrangements to get home)

8.00am - 2.15pm Fri

Closed: Morning Interval

Restricted Access: Librarian's Lunch: Mon - Thurs 12.30 - 1.00pm
(Bookings for classes use still taken. Individual or small groups of students shouldn't be sent or books taken out of the library). NB. There are times when a library period falls at this time. The librarian will take a break at 11.45am to 12.15am, where possible.

4.2. Access

During class time all access to the library should be through the English corridor door. Seniors and staff should avoid using the Upper Library door where possible. Senior pupils should report to the Librarian on arrival in the library.

At lunchtime ONLY all access to the library should through the canteen door. At no time should the library be used by students as a shortcut between the English corridor and the canteen.

¹ Legislation.gov.uk. (2013). *Equality Act 2010*. [online] Available at: <https://www.legislation.gov.uk/ukpga/2010/15/part/2/chapter/1> [Accessed 27 Feb. 2023].

4.3 Library Staff

1992 - present: Mrs Frances Sinclair. BA (Hons). MCLIP - chartered librarian

Member of the School Library Association (paid for by library budget) and CILIP (Chartered Institute of Library and Information Professionals).

Working Groups in-school:

Literacy

Teaching & Learning

LBGT / Inclusion Working Group

External Committees & commitments:

Feb 2022 to present - CILIPS North Branch

Oct 2022 to present - Scottish Book Trust RPG Focus Group

School Library Association Mentor

The Librarian is responsible for the day-to-day running, administration, management, and development of the school library. This also includes the selection, ordering, classification, cataloguing, processing, promotion, and weeding of stock.

The Librarian is also responsible for maintaining the CPD resources in the staff room, the school website, and library social media (Twitter and Glow Blog). The librarian also has access to the school Facebook page for update purposes.

The librarian's interests include:

- Reading for Pleasure
- Health & Wellbeing & the School Library
- Role Playing Games in the School Library (in particular the H&WB benefits and links to CFE 'responsibility for all' outcomes, and its role in developing literacy)
- Whole school Literacy
- Inclusion & Diversity
- Providing or facilitating students to be able to take part or run a variety of activities for students at lunchtime and during Friday activities, including miniature painting, book group, board games, Dungeons & Dragons
- Facilitating the use of Accelerated Reader to help improve reading whilst maintaining freedom of choice in the types of reading materials used.

4.3.1 Job Description - School Librarian (Revised 2019)

Job Purpose: To manage the School Library Resource Centre and lead the strategy for the development of an innovative School Library which is integrated into the life of the whole school and responsive to the fast-changing world of communication and information technology and meets the needs of young people in the 21st century and to contribute towards good order and the wider needs of the school.

Job Specific Duties and Responsibilities:

- Assist users in making use of the library and information resources to support students' learning. To promote literacy and reading within the school.
- Obtain suitable resources to meet the needs of the curriculum by listening to staff and students. To understand and interpret requirements, and to give advice and guidance.
- Manage ICT resources in the school library resource centre (SLRC) and provide training and guidance to both staff and students in accessing information from the internet and other electronic resources and provide information from these resources as required.
- Deliver induction presentations/lessons to students in formal timetabled lessons.
- Organise/maintain filing/record systems, e.g. a Library Management System.
- Develop the library and information skills of students in co-operation with teaching staff.

- Promote the service by communicating with the school community, organising events, displays and exhibitions, etc.
- Supervise students working independently within the SLRC both during and out with periods.
- Manage and administer the school website.
- Liaise with the Head Teacher, attend Senior Leadership meetings and take part in working groups to contribute to policy making within the school.
- Monitor, evaluate and develop the service through the maintenance of statistics and the provision of reports and development plans for the SLRC.
- Establish, maintain and develop links with the school's wider community and support services, and with other external agencies.

General Duties and Responsibilities:

- **Working Environment:** The post holder will normally be indoor/office based.
- **Communication:** The post holder will routinely be expected to communicate with teaching/non-teaching staff, students, outside agencies, public library, publishers/booksellers.
- **Responsibility for Employees:** None
- **Financial Resources:** Authorising invoices for payment in respect of SLRC within limit of £1,200.00 budget. Select and order stock and submit bids for funding to provide appropriate resources.
- **Information Systems** All Microsoft Office applications, the Library Management System, SEEMIS, On The Button.

4.4 Consultation & Communication

The Librarian will use the daily bulletin, Teams, library blog, library pages on the school website, OLIVER (online catalogue), and emails, memos or newsletters, and in-person when appropriate to communicate with users.

The Librarian attends relevant staff, departmental, and working groups as appropriate (or when requested to).

The librarian maintains links with external partners and organisations where necessary, including the librarian at Kirkwall Grammar School library, Orkney Library & Archive, and professional networks and organisations, suppliers, and publishers.

The Librarian will liaise with staff in associated primary schools as necessary.

4.5 Instruction in Library & Information Literacy Skills

The Librarian will play a leading role in the development, provision, and delivery of Library & Information Literacy Skills in liaison the teaching staff and SLT, within the context of the Curriculum for Excellence to enable students to be equipped with the relevant skills for effective information gathering and use. These skills are important for students to learn. The skills learnt are relevant for many aspects of life during school and afterwards.

4.6 Reading Promotion

The Librarian, in collaboration with the English Department and all staff will play a leading role in the promotion of Reading within the context of Curriculum for Excellence through the development and provision of reading schemes (supporting Accelerated Reader), new book purchases in consultation with users, and literary events such as National Poetry Day, World Book Day, book clubs, storytelling events, and book fairs.

4.7 Staff Absence

In the event of absence of the Librarian, the library will remain closed unless cover is in place to ensure it is adequately supervised, in particular at lunchtimes and before registration. Staff wishing the library to be available for whole class use should approach SLT. Staff should remain with their students.

Procedures are in place for the issue of books; returns should wait until the librarian has returned to school.

5 ACCOMMODATION, FACILITIES & RESOURCES

5.3 Accommodation

Study Space: Upper Library - 30 at tables; 8 on soft seating; 1 at PC
Lower Library - 26 at tables; 16 on soft seating; 10 at PCs

Furniture (tables, chairs, beanbags) should not be moved unless directed to do so by the librarian or done by the janitor for meeting purposes (in upper library).

5.4 Resources

- Approx 6000 books
- Local Newspaper - The Orcadian
- Magazines (8 titles via DLT Media)
- 11 PCs with internet access
- 2 Android tablets (Samsung Galaxy Tab A)
- Online Catalogue - OLIVER (Softlink) - <https://stromness.oliverasp.co.uk/library>
 - LearnPath Guides - Subject and topic-based guides linking to curriculum.
- Special Collections
 - Local Studies: Orkney Books (and some on Shetland)
 - Study Support: Contains resources to help with studying, exam technique and revision. Also includes past exam papers.
 - School archive materials
- Stationery: The library can provide the loan of pens, pencils, rulers, glue, etc. There is also a limited supply of blank and lined paper.
- Board Games
- Role Playing Games resources (most are donations)

6 USE OF LIBRARY

The library is used throughout the school day - before registration, class time, lunchtime, and after school. Departments can send students as necessary with them coming individually, in groups or as a whole class. The Librarian is on hand to help students (or staff) with research, use of computers, book choice, etc.

Students can be sent to the library for educational needs as well as respite or pastoral needs in consultation with the librarian. Students should not be sent to the library if removed from the classroom for behavioural reasons or used as a sanction.

6.1 Behaviour Expectations

School behaviour expectations (Code of Conduct for classroom, use of mobile phones*, corridors, and social areas) apply in the library.

- Visit the library to **read, use resources, study, do research or use computers**. Before school and break times, you may also play board games, use the PCs for leisure (work will get priority) or take part in the activities on offer or organise your own. Upper library for seniors (S4-6) can be used during break times for quiet reading or work. It isn't regarded as a social area. S1-3 can ask permission to use it.
- [Plain] Water is allowed but should be kept in schoolbags when not in use. No other food or drink (including chewing gum).

- Place schoolbags under your chair or table. Alternatively leave neatly along the wall just inside the main entrance (from English corridor)
- *Mobile Phones - Mobile phones are not permitted at any time in the library.
- Always bring your library card and planner.
- Get all resources issued by the Librarian before you take them out of the library.
- Return books you have looked at to the correct place on the shelves or display where you found them.
- Return borrowed books directly to the librarian or to the black box on table in front of issue desk and tell the librarian. If the librarian is not available, keep the book until she is. There are no fines for overdue books, however, ongoing failure to respond to overdue reminders or letter home may result in an official OIC invoice being raised.
- Leave furniture (including bean bags and soft seating) where it is.
- Computers
 - Ask permission before using the PCs or laptops. Always sign the log sheets (inc. date & time).
 - Don't change the set up or download software.
 - Always log off the computers.
 - Shut down the PCs and switch off at the wall if it is near the end of the school day.
 - Sign the logbook on the table in front of the issue desk. Report issue to the librarian or IT technician.

~~6.2 Virus, including COVID Mitigations~~

- ~~• Windows (not all) will be open or on ventilation.~~
- ~~• Hand sanitising is encouraged.~~
- ~~• Desk and equipment cleaning is encouraged.~~
- ~~• Physical distancing is encouraged. Where space permits, students should be spread out.~~
- ~~• Students may continue to wear face coverings if they wish.~~

6.3 Class Use

To ensure that the library reflects the needs of the curriculum and to maximize use of resources staff should:

- Wherever possible teachers should give advance notice of research (investigations, projects, etc.) which will entail the use of the library so that appropriate resources can be acquired, selected, and displayed or collated electronically in LearnPath on OLIVER.
- Give the Librarian advance notice if you intend to send groups or bring a whole class to the library.
- Ensure the library is free or has space available before sending ad hoc individuals / small groups to use the resources.
- Inform the Librarian if a booked / timetabled session class or library period is not to take place.
- Contact can be made via email, Teams, or phone (ext. 248)

6.4 Individuals / Small Groups (up to 5 students) (ad-hoc basis)

Individual students or small groups (up to 5 at a time) can be sent without prior arrangement, however, a phone call, email, or Teams message is appreciated. Students should report to the Librarian on arrival. Students not working will be sent back to class.

The conduct of students present in the library on this basis will be monitored by the Librarian whose response to misconduct will be to send the student(s) back to the classroom. If the library is very busy the Librarian may have to send students back to class.

6.5 Larger Groups (6 or more students up to half a class)

Staff intending to send more than 5 students during class-time should consult with the Librarian in advance. The Librarian will monitor, but the class-teacher will be responsible for, the conduct of these students. The teacher should be present for some, but not necessarily all, of the time. Students should report to the Librarian on arrival in the library.

6.6 Classes

Whole class use should be arranged with the Librarian in advance. The lower or upper library is available.

Staff must be present for all of the time and have the responsibility of the behaviour of students within the context of the library code of conduct / school behaviour expectations. Any teacher from any department can timetable a regular slot for class work, particularly, for example, for short-term projects that require library-based research.

6.7 Summary

To book time in the library for your classes, please come and speak to me in person, phone me (x. 248) or email me with the details or contact me through Teams: Class; Day and date; period; ICT computer requirements; (up to 11 PCs available); Topic being researched or activity being done on the computers.

- **Please inform the Librarian if a booked / timetabled group, class or library period is not to take place.** Phone x.248 or email frances.sinclair@glow.orkneychoools.org.uk or contact through Teams.
- 'Literacy / library Periods' (for Library & Information Literacy Skills, Reading Development & personal reading) during English are set for the year. Bookings for other classes can be made at these times and at certain times of the year these may have priority for research projects.
- Individual students (very small groups) can be sent without prior arrangement. Students should report to the Librarian on arrival. Students not working or misbehaving will be sent back to class.
- Groups 6 or more students - please consult with the Librarian in advance (short notice possible). Students should report to the Librarian on arrival who will supervise them. Students not working or misbehaving will be sent back to class.
- Classes, more notice required (several periods or a few days in advance may suffice) but often can get in a last minute! The Teacher should arrive with the class and be present all of the time. Class bookings for research projects during Period 5 (Librarian's lunch break) are available by special arrangement.
- ****Note - Librarian not available 12:30 -13:00 (Period 5) Mon-Thurs (lunchbreak).**

- Please don't send students to the library during Friday activities.

When classes require the facilities of the library to do research-based work, prior arrangements with the Librarian can be made. At some times of the session this will be a priority for some departments. It is important that students who use the library for other purposes at that time are fully engaged. Students may be asked to return to classes once books are issued.

If you don't intend to bring booked groups or your class to the library please let Mrs Sinclair know as soon as possible by phone (ext. 248), email (frances.sinclair@glow.orkneyschools.org.uk) or contact by Teams.

For further information on how the library can help, please read the [Guide to Library-based Learning](#) in the Staff Handbook (Departments - Library)

6.8 Use of Library out with timetabled Class-time & Study Time

6.8.1 Before Registration & Lunchtime

The library is open to all students. Final responsibility for the conduct of students will rest with SLT, who will monitor student conduct frequently but not continuously. If, at a time when no SLT is present, the Librarian is concerned about numbers or conduct she should instruct students to leave or, if this is not possible, call a member of SLT or call the lower office to instruct them to contact a member of SLT.

6.8.2 After School

Tuesday is the designated day when the library is open until 4.30pm (librarian does a voluntary 15 minutes to 4.45pm for D&D) therefore students can turn up, but earlier indication of use is preferred. On other days, Students should seek permission to use the library after school until closing time.

6.8.3 Study

S6 students may use the library for study, with the Upper Library being the designated space. Other areas of the library or PCs may be used when space permits. S5 students in timetabled study classes may also use the library; however, supervising teachers should follow the class use [guidelines](#) above.

To engender effective and appropriate use of the Upper Library (during block release and in their own timetabled study sessions or private study) the following guidelines should be followed.

- Timetabled Study (in the library) - Students should report to the supervising teacher in the Upper Library at the beginning of the period.
- Timetabled Study (elsewhere in school) - Students may request to use the library but must register with their designated teacher. They should report to the librarian on arrival. If the library is busy, they may be sent back.
- Private Study - report to the librarian.
- ALL students, when there is enough space, should sit in the Upper Library.
- Overflow should be restricted to a minimum. These students should work as quietly as possible with the minimum of chat (if not in accordance with the UL code of conduct).
- Students should remain in the UL unless it has been arranged for them to use computers.
- Students should work individually and quietly. (Please do not relax these rules as it can undermine the Librarian's authority when students use the UL at other times of the day.)

- Students can use the library computers for schoolwork if they need to, seeking permission from the librarian. They should sign the logbook on at the issue desk before doing so.
- Staff supervising, working in the library, or passing through should feel they able to ensure that students are doing schoolwork and generally behaving. This includes correct use of computer facilities (eg. not playing games, using Internet for leisure use (except at lunchtime)).
- No food or drink should be taken into or consumed in any part of the library. Plain water is permitted, but should be kept in schoolbags when not in use.
- Mobile phones should be switched off or set to flight mode.

It is to be expected that there will be a certain amount of noise coming from the Lower Library as students will still be coming from classes. This is unavoidable. Even so, students in the UL should remain quiet.

7. COLLECTION DEVELOPMENT

❖ *Equity Diversity Inclusion Equality* ❖

Collection development is the ongoing process of purchasing, evaluating, renewing, repairing, and weeding of resources to build a dynamic and diverse collection of resources which will support and challenge library users in their education, including reading for information and reading for pleasure.

Collection development and management of resources will be in line with recognised professional standards as backed up by *How Good is Our School Library: Companion Guide to How Good is Our School* (4th Edition) (SLIC, 2017)² which is endorsed by Education Scotland, School Library Association book stock guidelines, Chartered Institute of Library & Information Professionals, including the SLA CILIP joint statement on [Censorship & Intellectual Freedom in School Libraries](#)³, and [IFLA School Library Guidelines](#), Article 13 of the [UN Convention on the Rights of the Child](#), and the [Equalities Act 2010](#).

The library strives to provide an up-to-date and balanced collection of resources which reflects the curriculum and students' interests, for academic and recreational reading, wellbeing, and personal development, whilst also reflecting the society we live in whilst ensuring access to resources for users of different ages, abilities, learning styles, learning needs, backgrounds, disability, religion, and gender identities.

“School library professional staff will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills to be discriminate users of information and productive members of society.”

(School Library Association, 2023⁴)

“A balanced collection of current and relevant items is needed to ensure access to resources for users of different ages, abilities, learning styles, and backgrounds. The collection should support the curriculum through information resources, whether in physical or digital formats. In addition, a school library should acquire materials for leisure purposes such as popular or graphic novels, music, computer games, films, magazines, comics, and posters. These resources should be selected in cooperation with students to ensure the materials reflect their interests and culture.”

² Gov.scot. (2023). How good is our school library? [online] Available at: <https://education.gov.scot/inspection-and-review/inspection-frameworks/how-good-is-our-school-library/> [Accessed 29 Apr. 2024].

³ Sla.org.uk. (2023). Censorship Statement. [online] Available at: <https://www.sla.org.uk/Services/Public/News/Articles/2022/censorship-statement.aspx> [Accessed 29 Apr. 2024].

⁴ Web, D. (2022). School Library Association. [online] School Library Association. Available at: <https://www.sla.org.uk/support-secondary> [Accessed 9 May 2023].

In line with the Chartered Institute of Library and Information Professionals (CILIP), the CILIP School Libraries Group (CILIP SLG), and the School Library Association (SLA) joint statement *Censorship and Intellectual Freedom in School Libraries*⁶ the development of the library's resources will follow the principles of intellectual freedom, "*the freedom to read, to learn, to question and to access information*" and taking into consideration the principles in the AASL School Library Bill of Rights, as laid out in the joint statement.

These principles are rooted in Article 13 of the *UN Convention on the Rights of the Child* (Unicef.org, 2019)⁷

1. The child shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of the child's choice.

2. The exercise of this right may be subject to certain restrictions, but these shall only be such as are provided by law and are necessary:

(a) For respect of the rights or reputations of others; or

(b) For the protection of national security or of public order (ordre public), or of public health or morals.

AIMS

- To provide an adequate resource base to support the demands of the curriculum and leisure needs of the student and staff.
- To supply resources which the students will enjoy, enhance creative thinking and empathy, and a permanent love of books, whilst supporting cultural diversity, equality, different opinions and views.
- To be in line with recommended professional guidelines (CILIP), recommending that a minimum book stock for a school should be 13 books per student, but it is desirable to exceed this.⁸
- To provide a balanced range of resources suited to the whole range of abilities.
- To be in line with professional guidelines (CILIP) that 10% of stock should be replaced annually to ensure the replacement of worn-out or dated stock and to allow the selection of new stock to reflect changes in the curriculum or interests of the students.
- To maintain a collection of high-quality resources that are easily navigable for students and staff, organised in line with recognised professional standards.

SELECTION OF RESOURCES

The librarian is responsible for collection development and management, selecting and purchasing resources which support and complement the curriculum, academic, and recreational reading. Decisions are made based on:

- Educational and leisure reading requirements.
- Trends in student reading interests within school, locally, and nationally.

⁵ Written by the IFLA School Libraries Section Standing Committee Edited by: Barbara Schultz-Jones and Dianne Oberg, with contributions from the International Association of School Librarianship Executive Board 2nd revised edition IFLA School Library Guidelines. (2015). Available at: <https://www.ifla.org/wp-content/uploads/2019/05/assets/school-libraries-resource-centers/publications/ifla-school-library-guidelines.pdf>.

⁶ Web, D. (2023). *School Library Association*. [online] School Library Association. Available at: <https://www.sla.org.uk/article/hannah-groves/censorship-and-intellectual-freedom-in-school-libraries/2514> [Accessed 15 Feb. 2023].

⁷ The Children and Young People's Commissioner Scotland. (2021). *UNCRC Full Text*. [online] Available at: <https://www.cypcs.org.uk/rights/uncrc/full-uncrc/#13> [Accessed 15 Feb. 2023].

⁸ *Quick Introduction to Managing a School Library*. CILIP; School Libraries Group; SLGScotland 2016.

- Suggestions and requests from students and staff.
- Assessment of current stock including identified gaps, replacement of dated resources, ongoing relevance to the curriculum, currency and accuracy of information (see 'Weeding'; below).
- Reflecting equality, diversity, and inclusion in terms of gender, learning needs, disability, and race and ethnic origin, including colour, religion or belief, sexual orientation (Equalities Act 2010)⁹

Selection Aids

- Publisher and bookseller websites
- Publisher's catalogues
- Visits to local bookshops and libraries
- Journals and review literature (eg. The School Librarian journal from the School Library Association; Teen Titles)
- Book supplier websites (in particular Peters Books which offer reviews, reading ages, etc.)
- Student and staff recommendations, with reference to current library resources
- Recommendations from the school librarian profession (via forums, social media, and professional journals)
- Authoritative reviews in professional selection sources

Criteria for Selection

Usually, the book is not at hand; therefore, reliance is made on information from the selection aids (see above) and the following:

- Accurate, fair, and free from bias
- Popular appeal
- Literary and artistic merit
- Fills a diversity, inclusion, or representation need
- Suitability for intended audience: subject, style, reading level
- Price / value / maintenance cost
- Physical format (preclusion towards paperback)
- Relationship to collection
- Requirements of the curriculum
- Local and Scottish content and/or authors
- Scope of subject
- Accuracy
- Currency
- Date of publication (published in the last 5 years?)
- Appropriate formats for age, ease of use, and consideration of visual and physical impairment
- Also consider if it is:
 - A useful or relevant addition to stock
 - Does it fill gaps in provision?
 - Repetition of subject areas already covered

User Requests / Recommendations

⁹ Legislation.gov.uk. (2013). *Equality Act 2010*. [online] Available at: <https://www.legislation.gov.uk/ukpga/2010/15/part/2/chapter/1> [Accessed 27 Feb. 2023].

Stromness Academy Library welcomes recommendations. Items can be recommended to the librarian in person or fill out a 'recommendations slip' available in the library. Recommendations will only be considered if they are in print and if they meet the selection criteria above.

Decisions are made on the basis of the above criteria as well as the following factors:

- Budget constraints
- Low [perceived] demand based on librarian's professional expertise
- Out-dated information
- Unsuitable format (eg. loose leaf or flimsy bindings)

DONATIONS

The school library appreciates gifts of books or other resources and are accepted on the understanding that they will be retained, discarded, and used at the discretion of and based on the professional knowledge of the librarian.

Donations of books will be accepted with respect to the following criteria:

- Paperback or hardback books in very good or excellent condition, without other library marks, or personalisation.
- Are appropriate to the library collection and will be assessed in line with the library's selection policy for purchased materials.
- Given without any conditions on the understanding they become the property of Stromness Academy.

If donated items are not suitable for, or appropriate to library stock, or for the 11-18 year old age range, they will be offered to other departments if suitable, used for book swap shelves, or passed on to local charity shops.

We cannot use:

- Dated texts such as almanacs or other annual publications
- Non-fiction - eg. travel guides, textbooks, academic books, encyclopaedias, etc. more than 5 years old
- Fiction more than 5 years old
- Magazines more than 1 year old
- Retail videos / DVDs of films or TV programmes
- Retail music recordings
- Publisher proof copies

Donated items may be placed in the school library. They may be disposed of at a later date if the material is no longer required for use, or is damaged, become dated, or unused. They may be disposed of via a giveaway, book sale, or recycled.

CHALLENGED MATERIALS

The library will not knowingly include materials which could be considered be discriminatory or otherwise inappropriate in its content. However, the library acknowledges that materials with merit will not be excluded solely because they contain challenging content or discuss more mature themes. The library recognises the value of such materials in fostering critical thinking, empathy, tolerance, and open discussion, and strives to provide a diverse and inclusive collection for its users.

Parents or guardians are regarded as respected and valued library stakeholders, but the library will not necessarily comply with any requests from a parent or guardian to place limits on their child's access to the library services and materials. The primary service duty is to the student, with a focus on fulfilling educational requirements and nurturing the well-being of students.

Students will have the freedom to borrow any book or resource of their choice (as per Article 13 of the *UN Convention on the Rights of the Child* (Unicef.org, 2019)¹⁰, except for audio-visual content, which will be restricted based on the ratings given by the British Board of Film Classification. However, students may borrow audio-visual resources of any classification if written consent is provided by their parent or guardian.

Reading is fundamental to the development of young minds and that all students should have access to a wide range of materials that challenge and engage them. Materials are loaned to students on the basis of interests not reading level.

We do not limit access to written materials and do not require parent or guardian permission for students to borrow materials which may be considered mature or contentious. As such, we have an automatic opt-in policy which allows students to access all materials in the library. This includes [general] Fiction (targeted at ages 9 -13), Young Adult Fiction (ages 14-18 (S3 and above)), and Senior Fiction (16-18+); these are a broad indicator of suitability of content. If a parent or guardian does not wish their child to borrow (i.e. take home) books from the library which are aimed at older students, they should inform the school in writing. We cannot, however, prevent students browsing these resources in the school library.

Our diverse students vary in age, maturity level, ability, life experience, gender identity, and interests. As such, not all resources in the library may be suitable for every student. While the school librarian will encourage and direct students to suitable resources, they cannot gauge every resource for every student.

In cases where students wish to borrow books that may potentially contain more mature content, the librarian or English teacher will provide guidance and content warnings at point of issue where they are known. As some loan transactions may occur without the librarian's presence, it may not be possible for them to be aware of all upsetting or potentially problematic content. Content warning / trigger alerts are input into the library management system for new resources so the librarian can alert users at point of issue.

Other than content indicators related to age (see above) the library doesn't label items to warn users of potentially sensitive content, and it is acknowledged that on occasion individuals may find some items in the library challenging emotionally or upsetting. Library resources will not be subjected to censorship.

A collection of curated materials is one of the safest and most reliable ways to access information. We support our students' freedom of access to information and right to read, as established by

¹⁰ The Children and Young People's Commissioner Scotland. (2021). *UNCRC Full Text*. [online] Available at: <https://www.cypcs.org.uk/rights/uncrc/full-uncrc/#13> [Accessed 15 Feb. 2023].

British Legislation and IFLA¹¹ and CILIP¹² ethical frameworks as well as the [UN Convention on the Rights of the Child](#)¹³.

Stromness Academy encourages parents and guardians to engage with their children's reading. Where a parent or guardian believes a resource to be unsuitable for their child, they should ask them to return it to the school library and we will help them find something more suitable.

Challenged Books Policy

Challenges about library materials should be directed to the Head Teacher (HT). Complaints should be made in writing. A challenge form is required to be filled in. Only those with direct connections to the school are able to challenge material. Challenges from outside the school community will not be accepted.

After a challenge has been received, it will be assessed by a committee. The item will be assessed against the collection development policy, in relation to Equalities Act 2010, and the UN Convention on the Rights of the Child, and the reasons given for complaint. The item will remain in the library during the assessment period.

Procedure for Making a Formal Challenge to the school

On receipt of a written complaint, the school aim to respond within five days, instigating the following procedure

1. Complainant sent a copy of or link to materials which include the library Collection Development Policy and the Challenged Books Policy.
2. Complainant will be required to complete and submit reconsideration form to the Head Teacher.
3. The HT, with appropriate professional staff and pupil representative(s) will review the reconsideration form and material in question to consider whether its selection follows the criteria stated in the collection development policy. This committee may include:
 1. SLT including Head Teacher or nominee and SLT link for the library
 2. Librarian
 3. Subject teachers
 4. Representative(s) from Pupil Council
 5. Regular library users
4. The challenged material will remain in the library during the assessment period.
5. Within four weeks of the challenge, the HT will make a decision and send a letter to the complainant, stating reasons for the decision.
6. At the end of the assessment period one of the following actions will take place:
 1. Will remain in the library in its current position.

¹¹ Ifla.org. (2023). *IFLA Code of Ethics for Librarians and other Information Workers (full version)* - IFLA. [online] Available at: <https://www.ifla.org/publications/ifla-code-of-ethics-for-librarians-and-other-information-workers-full-version/> [Accessed 25 Oct. 2023].

¹² Cilip.org.uk. (2023). *CILIP's Ethical framework*. [online] Available at: <https://www.cilip.org.uk/general/custom.asp?page=CILIPEthicsreview> [Accessed 25 Oct. 2023].

¹³ The Children and Young People's Commissioner Scotland. (2021). *UNCRC Full Text*. [online] Available at: <https://www.cypcs.org.uk/rights/uncrc/full-uncrc/#13> [Accessed 15 Feb. 2023].

2. Will be moved to a different collection (eg. from general fiction to young adult or senior fiction) and/or age guidance label changed or added if one is not already present.
3. The item will be removed from the library.

The complainant(s) will be informed in writing of the decision and why it has been made. The item will not be subject for reconsideration for another five years.

Challenges will be conducted in line with the Orkney Islands Council [Complaints Handling Procedure](#). Book challenges will be dealt with as a Stage Two - Investigation, due to them requiring a more detailed investigation.

PRIVACY

In line with GDPR, IFLA, CILIP, and ALA 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 two months overdue and other avenues of requisition have been exhausted.
- The parent(s)/guardian(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.

RATIONAL FOR REMOVAL (WEEDING)

It is necessary to weed the collection to remove materials, which are no longer useful or don't reflect current trends, society or cultural changes. This helps to maintain the quality of the resources. Teaching staff should be involved with ongoing evaluation of the resources relating to their subject area. The Librarian will use professional judgement to weed books as appropriate but will consult with relevant members of staff if appropriate to do so. Weeding is done in relation to use, age, and condition of the resources taking the following into consideration.

- Not used (for instance if the item has not been borrowed in more than ten years.)
- Out-dated, or no longer relevant to the curriculum.
- Physical condition: Worn out / damaged / abused where repair is not feasible.
- Dispensability - if it is a duplicate copy or duplicates material no longer needed in the collection.
- Of questionable social value.

But sometimes material might need to be retained regardless of the above criteria, based on the following:

- Orkney material
 - Work by local author, illustrator, editor
 - If it describes local history or personalities
- Classics and Scottish material unless in poor condition.
- If it is a memorial gift or a signed copy given to the library by the author and still in good condition
- Historical significance in children's literature
- Unusual illustrations or illustrations done by well-known artist

BOOK REPAIRS

Where it is feasible, the librarian will attempt to repair books to extend their life. Where this is not possible, the book will be withdrawn from collection as per weeding policy above. The book will be replaced if it is appropriate to do so, reviewing its place in the collection with reference to the selection criteria and rational for removal policy above.

STOCK CHECK & STOCK PERFORMANCE

A stock check of resources will take place every *three* [??] years. During a stock check, books will be assessed for damage and repaired or disposed of as necessary. Dated materials may also be removed from circulation. During this process gaps in provision may be identified.

On an annual basis, the library management system will be used to measure performance. This will determine the following:

- Fiction and non-fiction with no issues within the last 10 years
- Age of stock
- Number of acquisitions
- Number of withdrawn books

It has to be noted, budget constraints mean that some stock may be retained longer than is recommended.

8 STOCK MANAGEMENT - LOANS & RETURNS

All issues are done using the library management system (LMS), OLIVER. All resources to be taken out of the Library MUST be issued by the librarian or designated student librarian.

Alternative procedures in the event of the absence of the librarian are noted below.

8.1 Library Management System - OLIVER

All library resources are catalogued using the online LMS, OLIVER (Softlink) and as such loans, returns, reservations, recalls, overdues, and other stock management procedures are managed through this.

Access to the admin side of OLIVER is by password only. The following people have full access: F. Sinclair, Librarian, and G. Horne, Business Manager, as a back-up. Student librarians will be given basic access, only to be used when given permission to do so by the librarian (eg. When they are on duty).

Text book cataloguing and loan for departments is also managed via OLIVER. This is being rolled out as requested.

Student and staff access is via username (GLOW username) and password. New students and staff are added to the system as required. S1 students, during English lessons, will be given their login details during a library induction lesson.

The catalogue is available online from any PC or device with access to the internet: <https://stromness.oliverasp.co.uk/library/home/>. Library and school PCs and laptops should have the OLIVER shortcut on the desktop.

8.2 Borrower Cards

Students are issued with their library card at the beginning of First Year and needs to be retained for the time they are enrolled in Stromness Academy.

Conditions of Use

Students should present their library card in order to borrow items.

- Don't damage or deface the card.
- There is a fee (£1) for replacing lost or damaged cards.
- Books borrowed on a user's library card are the responsibility of that user.

Students in S2 to 6 will receive a small barcode at the beginning of each session. This barcode should be stuck inside the front cover of their planner. Barcodes will be issued via Register, English, or Guidance teachers.

Staff cards are kept in the library.

8.3 Borrowing Restrictions

The school library does not restrict access to resources; however guidance will be given regarding content. Most books are aimed at the 11-18 year age range. See [Collection Development](#) and [Challenged Materials](#) above.

In terms of fiction, some books are categorised to help indicate content and recommended audience.

Short & Snappy (Quick Reads): Shortened versions of books (often classics) or shorter books written specifically for teenagers. Aimed at those with dyslexia, reluctant readers, lower reading age/level or those just wanting a short read.

Young Adult Fiction. Aimed at and more suited to S3 and above sometimes with more sensitive themes, language, or implied graphic or disturbing content, but maybe of interest to younger pupils who wish to extend their reading.

Senior Fiction. Aimed at and more suited to S5 - adult. Experienced readers and those who want to further extend their reading. May contain adult themes, language, or graphic or disturbing content. They may have advanced vocabulary. Younger pupils should seek advice from their English Teacher and/or Librarian.

8.4 Loan Limits

Students

- 1st - 2nd year 4 books for 4 weeks
- 3rd - 6th year 6 books for 4 weeks

- Textbooks (issued via the library) 10 books for the duration of a session (return date early May)

Staff 10 books for 4 weeks

The Librarian can, at any time, recall books from students or staff.

If the Librarian is not available (out of the library) then the student should try again later or the next day. **ON NO ACCOUNT SHOULD STUDENTS or STAFF ISSUE BOOKS TO THEMSELVES** or remove them from the library; this is theft!

Please could staff help by not giving students permission to borrow a book when the Librarian is not available.

Procedures are in place for when the librarian is absent (see below).

8.5 Borrowing Books for One Period

Books required for one period only, are issued as normal therefore can be kept longer if necessary except reference books which must be returned by the end of the period.

8.6 Borrowing Textbooks

Department textbooks, on request, can be catalogued and issued via OLIVER, the library management system.

Classes should be brought to the library for textbook issues. Students will need to bring their library card. The return date for textbooks is set for the third last week in May.

It is important that textbooks issued through the library are returned to the library. Books which have otherwise been handed back to teachers or left in classrooms will still be deemed to be loaned to the student. Bookmarks are placed in the books at time of issue to remind students of this.

8.7 Returning Books

Return books ON or BEFORE the return date stamped on the date label in the front of the book.

Users should tell the Librarian when they return books so that they can be immediately processed. Hand the book(s) directly to the librarian, or place in box at issue desk and inform the librarian). If the Librarian is not available, please come back another time.

Books returned when the Librarian is not available to process them (which subsequently appear to be missing) will still be deemed to be the responsibility of the user.

If users put returned books on the trolley (or anywhere else), without giving them to the librarian, they are still out under their name, and will subsequently receive overdue notices even if they no longer have the books.

Users are responsible for any books issued on their library card, until they are scanned upon return at the issue desk computer.

8.8 Borrowing - Special Circumstances (Librarian Absence)

Under normal circumstances, if the librarian is not available in the library during the school day, book should not be borrowed (or taken out without being issued) or returned until they have returned.

The presumption is the library will be closed (locked), other than for previously scheduled classes, and at lunchtimes when it can be adequately supervised.

In the event of absence:

Planned - Advance notice is given and staff informed of where the issue desk folder is kept, where a list of overdue books will also be kept.

Supervised loans and returns can be recorded and witnessed by the teacher (usually English teachers) on the relevant forms.

Unplanned - No loans or returns, but if urgent, loans / issues can be done. English teachers and Mrs Johnstone are aware of the procedures.

Student librarians are not to be used as an alternative for cover.

8.8.1 Loans

To enable pupils to continue to be able to borrow books there are forms in a black folder on the shelf (in bottom right letter tray) above the cupboards to the left of the desk/computer which pupils must fill in. Pupils should not help themselves, thus, loans MUST be witnessed by the teacher.

Please could the supervising teacher (or other member of staff) acknowledge the loan by signing alongside the pupil's signature.

Please ensure the barcode number is accurately noted as it is needed to record the loan on OLIVER (the library management system) on the librarian's return. Author and full title are also needed to have as a check. (Note: Series titles, eg. Diary of a Wimpy Kid are not enough. Actual title of the book is required, to help with accuracy.)

Books that are damaged should not be loaned out. Please check them for signs of damage (broken spine, loose pages, etc.) before pupils take them. Leave books on shelf behind the issue desk.

When the library is open at lunchtime, the supervising member of staff could do this. The library helpers will be briefed in the procedure, but a member of staff still needs to witness the loan.

Pupils who have overdue books must not be allowed to borrow any further books until they have been returned (witnessed by staff). A separate form is available for recording returns. A list of overdues will be emailed to English staff, and/or kept in the folder, prior to a planned absence or emailed (if possible) if unplanned.

Books taken out of the library without being recorded is considered theft.

Loan limits

S1-2 - 4 books

S3-6 - 6 books

Staff - 15 books

Loan period is 4 weeks for general fiction and non-fiction.

Reference books - 1 hour

Orkney books - 5 days

Magazines (library use only)

8.8.2 Returns

Library policy states:

Pupils should tell the librarian when they return books so that they can be immediately processed. If the librarian is not available, please come back another time.

Books returned when the librarian is not available to process them, which subsequently appear to be missing, will still be deemed to be the responsibility of the pupils or staff.

As this is not possible when the librarian is unavailable, it is preferred that pupils should either keep the books until the librarian is available, or return their book via the English teacher (or supervising member of staff) who should witness the return on the 'returns' form.

Returned books should be placed in the box or floor (if no box available) under the issue desk.

Any books claimed to be returned and not witnessed AND noted on the returns form will still be deemed to be the responsibility of the borrower.

Please ensure pupils don't return books directly back to the shelves or the trolley. As above, if they go missing, they are still the responsibility of the borrower.

8.9 Overdues

Failure to return books on time, will result in overdue reminders being given in school, followed up by a letter home. Returns need to be made directly to the librarian, including textbooks (English and Maths) borrowed via the library. If a book is lost or damaged, you

can pay for it (full cost) or provide a new or second-hand copy in very good condition, but needs to be done prior to an official invoice. Further failure to return books will result in official invoices being issued to recoup cost of replacement.

Overdues will take the form of a combination of verbal reminders, emails, and printed notices, followed up by letters home to parents/carers.

Emails are automatically sent weekly, on a Monday, to students and staff. (Check junk folder).

Informal verbal reminders are given during library periods, or other class visits to the library as well as in the library Team and on the daily bulletin.

Formal verbal reminders are issued approximately every four weeks, via lists to Register (notice in staff Team, list to pigeon-hole), English, or Guidance teachers (or to other classes where students are in their register groups eg. RME).

Individual printed reminders are issued, as above, up to two times a term. Students should see the librarian immediately after receiving an overdue notice or reminder.

A further verbal reminder via the bulletin and register teachers is issued at the beginning of a term to return or renew books borrowed in the previous term, followed up with an email letter home to parents. If the book is subsequently still not returned, then a printed letter follow-up letter will then be sent home.

Students or staff with overdue books will not be able to borrow any more until all outstanding loans have been returned.

In circumstances where students have consistently failed to return books, their loan limits will be reduced to one book.

8.9.1 Leavers

In the run up to May exams, students will be reminded via daily bulletin, library Team, register and guidance teachers to return library books before they finally leave school after the exams.

After the exams, a letter will be sent home to parents / guardians asking for the return of books or cost of replacement. The letter can also refer to departmental textbooks, if appropriate. If there is no response a follow-up letter will be sent, prior to an official OIC invoice being sent.

8.10 Reservations

Reservations for books out on loan can be made by users by logging into OLIVER and using the reservations facility. Alternatively, users can speak to the librarian.

All reservations are dealt with electronically, thus users, need to check their GLOW emails (inc. junk folder) regularly.

8.11 Lost Books

If a user has reported a book lost, then that user will be given a period of time before the Librarian will ask for a replacement copy or to pay for cost of replacement. This will allow for the possibility that a book might be found. The librarian will also check the library shelves where the book should be shelved.

If the book still has not been found then the user will be asked for the cost of replacement.

Alternatively, the user can replace a book with a new or second hand one in very good or excellent condition. Remember that if you haven't returned a book the Librarian will chase you up so you can't just ignore the fact it is lost or damaged.

8.12 Damaged Books

If a book has been reported or returned damaged beyond repair the user will be asked for the cost of replacement and internally invoiced appropriately or they can purchase a replacement. (ie. if the book is written on; damaged by food or drink; heavily torn pages/cover; pages missing)

NB. General wear and tear excluded. The Librarian monitors the condition of book and will repair as necessary.

8.13 Charging Policy for Lost or Damaged Books

All lost or damaged books will have to be paid for.

Books still in print will be charged at full price obtained from Peters Book Service or Blackwells websites.

Books which are out of print will be charge according to the average price of books from guidance given by the School Library Association.

Jan 2024		Overall Average - £9.31	
	Board Books	- £7.29	Teen fiction - £8.76
	Picture books	- £9.04	Teen non fiction - £12.91
	Beginner readers	- £6.25	Graphic novel - £12.36
	Children's fiction	- £7.89	Manga - £9.35
	Children's non fiction	- £9.98	

9 ICT FACILITIES

9.1 Computer Booking

Ten computers (laptops) are available in the library for ad-hoc use or advance bookings. Bookings can be made by students on an individual basis, or by teachers for groups or classes.

Contact the librarian to make the booking, which is usually recorded in her diary.

9.2 Computer Use

- Computer use is recorded. Users should sign the logbook at the issue desk prior to going on the computers.
- Only 1 person at each computer
- The librarian reserves the right to alter booking is appropriate or necessary.
- Where there are no bookings, computers will be allocated on a first-come-first-served basis.
- The computer must be used for legitimate school work during class time. No games, etc.
- Lunchtime use:
 - Students may book PCs in advance, but ad-hoc use is most common.
 - Work will always get priority over leisure use.
 - Games and leisure use are permitted; however these must be suitable and appropriate for the school context.
- Software must not be downloaded or installed on the computers.
- Settings should not be changed.
- Printing
 - There is no printing available in the library.
- IMPORTANT! ALWAYS log out of anything online, including GLOW, Accelerated Reader, Sumdog, etc., AND log out of the computer.
- If you are using the computers at the end of period 7, please shut it down.

9.3 Storage Devices

9.4 Laptops

Staff can book laptops from the trolleys to supplement the library computers when they have classes in the library. Students must not help themselves to laptops from any of the trolleys in the school.

9.5 Phones, Headphones & Smart Watches

The library operates a 'mobile free zone' during the school day including lunchtimes, and will follow school procedure regarding their use.

School policy states:

- Headphones and mobile phones are not to be used in classrooms, library or corridors **at any time**.
- **Social areas** (before school, at break and lunchtime) are still ok for this use.
- Smartwatches are also not to be used in class for social purposes.
- Silence or switch off all notifications on all devices.

Further points relating to library use:

- Zero tolerance - one warning given. Further use will entail the phone being confiscated and sent to the front office for collection at the end of the school day.
- Charging - Please don't plug your devices into the sockets. All equipment should be PAT tested prior to being plugged in. If you do require to plug in your laptop, iPad, tablet, etc., in for power supply or charging purposes, please first ask permission so your devices can be tested.

Any misuse or failure to follow above library guidelines or instructions of staff will lead to the device being confiscated for the lesson, and failure to comply the student will be sent to the principal teacher, or senior leadership and the phone will be confiscated for the rest of the day.

This is a working document subject to change and additions.

Further policy development:

Library Activities

Library & Lessons & Study Skills

Partnerships & CPD

Evaluation & Annual Reports

Confidentiality (except for safeguarding issues) and GDPR

Age guidelines - not set in stone...*just recommendations*

Benefits / impact of school library

Glossary

Users - includes staff and students. 'Students' is used where the policy is specific to them

LMS - Library Management System

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