



CRESTWOOD
COMMUNITY SCHOOL

Library Policy

Updated: Sept 2026
Review Cycle: 3 years

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Crestwood Community School - Library Policy

Mission Statement

A successful Library will have provision for facilitating and supporting the teaching and learning across the curriculum. It enables students and staff to undertake successful independent research and learning and encourage and develop personal enjoyment and interest in reading, currently a key focus for OFSTED.

The Library underpins the School's philosophy of promoting lifelong learning. It provides a comprehensive collection of educational and recreational materials for a range of abilities, to support the learning needs of all users and to encourage growth in knowledge through their use. The Library will assist students to become confident, responsible and independent learners and prepare enterprising learners for the future. It will follow the School's core values of Inclusion, Trust, Resilience and Aspiration by providing a safe and inclusive environment for all students, where they have access to trusted adults encouraging them in their development as readers, researchers and, most importantly, people. Teaching resilience through literacy via increased collaborative work with the English Department specifically through the introduction and implementation of the Little Wandle Invention Program. Through our development of resilience, trust and inclusion through the Library programs and environment we will also be teaching Crestwood's final core value of Aspiration. For as their resilience improves, and as they continue to feel trust for the staff, and included within both the Library, and wider school community, their aspirations will grow concurrently with their rising self-esteem.

Document Purpose

This document sets out guidelines for the development and integration of the Library into everyday life of Crestwood Community School.

Aims and Objectives

1. To support the aims of the School and play an integral part in all areas of the curriculum by providing the relevant resources.
2. To encourage all students to read fiction and non-fiction for both enjoyment and research.
3. To facilitate student and staff use of ICT, including E-resources and the Internet, as resources for independent learning.
4. To respond to the changing needs in education by introducing new resources and to introduce new technologies.

5. To support the development of staff in their professional capacity by providing inductions and support.
6. To teach staff and students information literacy and critical thinking skills through the provision of well-sourced, accurate and reliable information and the on-hand expertise in media literacy of the Library Managers.

Implementations

School Organisation

In order for the aims and objectives to be met, the Library Managers will work with SLT, their Line Manager and all staff to organise and maintain the resources.

Catalogue System

- Non-fiction books will be arranged according to the Dewey Decimal Classification System, additionally the non-fiction collection is colour coded by subject. This dual coding serves two purposes. Firstly, it allows the Library Manager and Student Librarians to maintain order, as when a book is placed in the wrong section its mismatched colour label will promptly alert them to the book being in the wrong place. Secondly, it is a quick visual reference to allow students to identify a broad area of interest, allowing them to quickly locate the subject they are interested in exploring, and then they can then use the Dewey System to get more granular in their search. Through this dual coding we endeavour to provide a transitional space for them learning how to use Libraries going forward by combining the visual boldness that they might have become use to in a Primary setting while also introducing them to the Dewey Decimal System they will need to learn to navigate as they move onto College and University Libraries. The Colours, and Dewey Numbers, for Non-Fiction are as below.
 - White for Dewey Numbers 000-099
 - Subject Heading - Information & Computer Science
 - Pink for Dewey Numbers 100-199
 - Subject Heading - Philosophy & Psychology
 - Brown for Dewey Numbers 200-299
 - Subject Heading - Religion
 - Light Blue for Dewey Numbers 300-399
 - Subject Heading - Issues
 - Light Brick for Dewey Numbers 400-499
 - Subject Heading - Languages
 - Dark Blue for Dewey Numbers 500-599

- Subject Heading - Maths & Science
 - Orange for Dewey Numbers 600-699
 - Subject Heading - Design & Technology
 - Purple for Dewey Numbers 700-799
 - Subject Heading - Art & Recreation
 - Yellow for Dewey Numbers 800-899
 - Subject Heading - Literature
 - Green for Dewey Numbers 900-999
 - Subject Heading - Geography & History
- Fiction books are arranged into 12 genre categories within which they are organised in alphabetical order of Author's surname, genres listed below:
 - Action
 - Adventure
 - Biography
 - Crime & Mystery
 - Graphic Novels
 - History
 - Horror
 - Manga
 - Picture Books
 - Romance
 - Sci-fi & Fantasy
 - Slice of Life
- There are also separate sections for Teen+, Careers, Quick Reads, Dyslexia-Friendly texts, and Revision Guides. Careers are arranged by Author's Surname; Teen+ & Quick Reads by Genre and then Author Surname. Revision Guides are shelved according to Curriculum Subject.
- Dyslexia Friendly text are marked as such on the LMS and are stickered, using a Dyslexia Friendly Font, to highlight them for dyslexic Library users.

Book Borrowing

- Resources are borrowed using the ESS Reading Cloud Web-Based Library Management System.
- Resources can be returned, borrowed or renewed by speaking to the Library Manager and/or Student Librarian(s).
- The standard length of a loan is 3 weeks.
- Books may be renewed up to three times.
- Both students and staff are able to borrow items.

The Library - Meeting the Needs of the Curriculum

- To take an active and on-going part in curriculum development within the School by liaising with Achievement Leaders about future topics.

- To provide a relevant comprehensive and up-to-date stock that is responsive to curriculum, recreational and research needs which comply with HMI guidelines of 13 items per student, with a 60:40 split between fiction and non-fiction.
- To provide students and staff with the opportunity to borrow materials for use in class and at home. Students can borrow three items for three weeks with the choice to renew when it is due back. Staff can borrow an unlimited number of resources for up to six weeks.
- To provide access to a catalogue of stock for staff and students. The Libraries are open daily between 8.00am and 4.00pm (3.30pm on Fridays). The Libraries are available after school for homework, research and private reading, as well as running extracurricular activities such as Chess Club on certain days. This is all supported by the Library staff.

Fostering Readers for Life - Provision of Fiction

- During the first two weeks of the Autumn Term, the Library staff will provide a Year 7 Induction; students arriving throughout the year will receive Induction during their first half term at Crestwood.
- AR Removed
- DEAR Removed
- The school timetables fortnightly Library lessons for students in years 7, 8 and 9, where the students have a chance during their English lesson to come to the Library and read quietly and/or swap their personal reading books.
- The Library aims to offer further support for Key Stage 4 readers by offering a Mobile Library Service focusing on our 'Teen+' materials. This will be coordinated with the English department who will provide a fortnightly timeslot for the Librarians to visit their KS4 classes as well as a place to store a diverse collection of 'Teen+' books in a convenient location near to the English Classrooms, which the Library Managers will refresh regularly with new text. Additionally, the library timetable will need to support this service by protecting the times agreed upon for these visits, ensuring the Library Managers are able to maintain a regular service to KS4 that the students can rely upon.
- The Library will reintroduce the Genre Bingo Card for all readers, where they are awarded Arbor points for reading books of a certain genre and a prize should they complete the card by reading a book of every genre within the Library, including at least 1 non-fiction title.
- The Library encourages the able, gifted and talented as well as those less able readers by ensuring a wide range of fiction and non-fiction books are available for students of all levels of ability from Quick Reads to Dickensian tomes.

Support Services

- To work closely with the School Library Service for advice and exchanging resources.
- To continue our professional development around Library and Information services, and implementing lessons learned.
- To liaise with local Library and Information Service providers, such as Eastleigh Library, to share best practice and work collaboratively on projects.

Collection Management Policy

- HMI suggests that Library books should only have a shelf life of ten years from publication. Stock is checked, updated and replaced regularly by the Library Managers by carrying out a stock audit every year. This will highlight any topics or subjects which will need to be added, removed or replaced.
- Fiction books will be checked for relevance, popularity and condition and replaced or retired as necessary; this process is ongoing throughout the year.
- All new titles will be covered and labelled in order to prolong their shelf life, and for ease of location.
- Shelves will be kept in good order, checked against a Tidy Map, ensuring that items are easily located.
- Returned items will be re-shelved as quickly as possible. Items to be shelved on return to the Library will be immediately placed on the Returns Trolley/Shelf.
- Budget provision is available for new stock and additional stock is rented from the School Library Service.

Acquisitions Policy

- The Library Managers will use budgets to add to existing stock, aiming to increase title numbers to a minimum of 13 items per student, in line with existing benchmarks.
- Outdated stock will be removed from circulation on an ad-hoc basis to make room for fresh, more appealing, stock.
- The Library Managers aim to make use of the provided budget in the most cost-conscious manner possible.
- The Library Managers will prioritise purchase of non-fiction titles which support existing curricula in all subjects.
- The Libraries will support the English Faculty's wider reading selection by ensuring that all students have access to all titles, either physically within the library, or through the digital reading platform, Sora.
- Teen+ section has expanded
- The Libraries will continue to welcome relevant donations from Staff, Students, Parents & Governors.

- School Leavers will be given the opportunity to donate needed titles to their campus library, taken from a list provided by the Library Managers, where such titles will be dedicated to the alumni responsible for the donation. This will be offered as an alternative way of thanking staff for supporting their child through Crestwood.

Promotion of the Library

- Year 7 students will have an induction to the Library where the fundamentals of how the Library is organised will be explained to them.
- A Library re-induction will be offered to all year groups at the beginning of the year, to remind students of the service the Libraries offer and what our behaviour expectations for the space are.
- The Library will be offering a mobile library service for years 10 & 11 where the Library Managers will visit English lessons with a selection of relevant reading material for them to borrow, with the aim of extending and continuing the love of reading offered through Key Stage 3 into Key Stage 4. This will require the cooperation of English and Timetabling to ensure that appropriate provision is made with regards to Book Storage and Library Manager's timetables to ensure that a consistent service can be maintained.
- The Library Managers will use every opportunity to highlight what is on offer within the Library, not just books, but also games, puzzles and ICT, such as our Chromebooks and SORA preloaded iPads.
- The Library will be promoted as a 'safe space' for students who might feel intimidated by the school's larger social areas such as the Crescent.
- We will be looking into reintroducing Student Librarians and fully implementing the Class Ambassador system trialled last year. They will be taught how to shelve resources and issue and return items.
- To provide a welcoming and comfortable environment for all users with attractive displays and suitable areas for working in.
- To raise the profile of the Library to students and staff through book weeks, book fairs, a newsletter, staff briefings and bulletins and, should the budget allow, Author visits.
- We will continue to work with the School Library Service, supporting events such as the Hampshire Book Awards.
- The Libraries will run different themes throughout the year, with relevant displays and activities linked to these themes.
- World Book Day and National Children's Book Week will be celebrated with book fairs and competitions. Staff, students, parents and governors will be asked to contribute by doing things such as reading their favourite books or talking about reading to students.

The Library as a Resource

- All new staff are invited to receive an induction session to learn what the Library has to offer them.
- The Libraries offer multimedia resources including an IT area with Internet and e-resources.
 - Cherbourg: A full suite of desktop computers is available for learning and homework.
 - Shakespeare: Chromebooks are available to students for learning and homework, as well as iPads pre-loaded with the SORA app. An IT suite is available next door to the main Library.
- To enable students and staff to learn how to use the facilities available for their own learning and requirements.
- To provide resources suitable for SEN students and staff, with a range of different reading abilities.
- Subject/Topic Book Boxes can be provided for teachers on request.
- Staff may book the Library for research or computer related work (currently Cherbourg site only for computer work)

Evaluation of the Role of the Library

- The LRC will work in line with the School Improvement Plan and the Library Improvement Plan, as agreed with the Line Manager.
- Monitoring Usage via LMS, adjusting and improving provision based on the data gathered
- The Library Managers will continue to collaborate closely, always working towards improving the provision that the Libraries offer and ensuring, as much as is possible, the equity of that provision across the two sites.
- The Library will continue to liaise with Achievement Leaders to gain insight into what resources are needed for all subject areas.