

**KELSO HIGH SCHOOL  
LIBRARY RESOURCE CENTRE  
WHOLE SCHOOL POLICY STATEMENT**

***What is a School Library Resource Centre ?***

The role of such a centre is to assist in :

- raising pupil attainment
- providing the best possible educational experience for all pupils
- encouraging all pupils to develop their abilities to the full
- equipping pupils with the skills for adult life

*"CoSLA Standards for School Library Services in Scotland: A Framework for Developing Services"* states that a L.R.C. should provide the following :

- a range of sources of information in print, audio-visual and electronic media
- fiction to promote literacy, reading for pleasure and to develop the reading habit
- information services for staff and pupils : and
- an information skills programme integrated into the curriculum and involving several subject departments

***The L.R.C. in Kelso High School aims to :***

**1. Provide pupils and staff with access to relevant and up-to-date resources**

A range of resources will be provided in the following areas :

- curriculum support for S1 - S6 across all subjects
- curriculum support for L.S.U. across all subjects
- recreational reading for L.S.U., S1 - S6 & staff
- staff development section
- provision of summaries / copies of educational documents for staff

In order to achieve the above the Librarian will

- liaise regularly with departments
- seek suggestions from pupils and staff
- identify and fill gaps in resources
- require Principal Teachers to advise of curricular changes

To assist pupils and staff to locate resources the following will be maintained and kept in the library :

- a card catalogue listing all resources by author, title and Dewey classification
- a Subject Index folder
- a Library information page available on the School Intranet

**2. Encourage recreational reading**

Recreational reading will be provided as follows:

- a range of fiction and non-fiction for LSU, S1 - S6 and staff
- when funds allow, recreational magazines will be provided, titles to be chosen by pupils on an annual basis

In addition to the above :

- pupils will be asked for suggestions prior to any purchasing decisions
- Book Fairs will be held when appropriate
- Pupils' book reviews to be included on Library intranet page.

**3. Encourage pupils to develop research skills**

- an S1 Library Skills course to be prepared by the Library Committee
- the Librarian to assist all pupils and staff to locate resources through use of Catalogue, Subject Index, Library intranet page, Internet and other electronic means.

**4. Promote the library to pupils, staff and parents**

- a L.R.C. information sheet will be given to all S1 pupils during induction and extra copies will always be available in the L.R.C.
- an information booklet for parents will be made available to all parents of new intakes each year.

**5. Provide access to Information Communication Technology (ICT) resources**

A range of computers will be provided in the library allowing access to the following:

- school network
- intranet
- internet
- CD ROMs
- productivity tools

These will be available for use by individual pupils :

- during class time
- at intervals and lunchtimes
- priority will be given to senior pupils and staff

**6. Maintain links with Regional Library Services and other outside agencies**

- the Librarian to maintain links with Scottish Borders Council Library Service to coordinate Inter Library Loans

*To attain these aims the L.R.C. will function as follows :*

***LIBRARY COMMITTEE***

The role of the Library Committee is to:

- prepare an annual Development Plan
- encourage use of the L.R.C. by staff and pupils
- ensure that the L.R.C. Policy is put into effect
- advise and liaise with the librarian on purchasing

See Appendix 1. Library Committee Constitution.

Appendix 2. Library Committee membership

***LIBRARY RESOURCE CENTRE USE***

OPENING HOURS : 8.50.am - 10.40.am 11.00.am- 12.40.am 1.00.pm - 3.50.pm

CLASS TIME : the L.R.C. will be open to staff and pupils for personal study, research, information retrieval, word processing and the exchange of books.

INTERVALS & LUNCHTIMES : the L.R.C. will be open to all pupils for recreational reading plus all of the above.

### ***LIBRARY SKILLS***

An S1 Library Skills Course will:

- train all pupils in the use of the L.R.C.
- develop skills of information handling using a variety of resources
- encourage all pupils to use the L.R.C. for both academic and recreational activities

### ***DEVELOPMENT PLAN***

The L.R.C. will contribute annually to the School Development Plan.

In addition a L.R.C. Development Plan will be produced in order to reflect:

- The unique position of the L.R.C. within the school
- The need to demonstrate planning to outside agencies eg. H.M.I. or Regional Library Services.
- Attainment of CoSLA Standards for School Library Services in Scotland

To demonstrate this the LR.C. Development Plan will contain sections on

- curricular library use
- extra-curricular library use
- resources: both printed and other
- fabric and fittings
- funding

### ***LIBRARIAN***

The role of the Librarian is to :

- run the L.R.C. on a day-to-day basis
- determine spending priorities after consultation
- purchase resources
- assist pupils and staff with research and information retrieval

The Librarian is responsible jointly to the Principal Librarian ,Youth Services and the Assistant Rector, Curriculum.

### ***ASSISTANT RECTOR, CURRICULUM***

The role of the Assistant Rector, Curriculum, is

- to represent the interests of the L.R.C. at Senior Management level
- to convene and chair the Library Committee
- to support the librarian with developmental planning and other appropriate areas within the department
- to develop, purchase and promote resources for the staff development section of the L.R.C.

### ***LIBRARY RESOURCE CENTRE ACCOMMODATION***

Based on the Education (School Premises) Regulations 1981, a school of 600-700 pupils requires L.R.C. accommodation of 308 sq. metres. Currently the L.R.C. occupies 96 sq. metres. Future developments in school accommodation must take this deficiency into account.

### ***LIBRARY STOCK***

Library Association Guidelines recommend the following formula for determining the optimum stock size for a school library :

For each pupil, 1 item per curricular subject plus 2 recreational books. For Kelso High School\* this amounts to:

S1/S2	266 pupils x	16 subjects + 2	=	4788
S3/S4	223 pupils x	8 subjects + 2	=	2230
S5/S6	152 pupils x	5 subjects + 2	=	760
		<u>TOTAL</u>		<u>7778</u>

\* figures based on school roll Feb. 2000

Our policy is to match and maintain this figure. The active life of any resource is calculated by H.M.I. to be 10 years. To maintain the stock, 10% should be renewed each year.

### ***FUNDING***

- the L.R.C. will be funded through the School Per Capita.
- the Library Committee will prepare a projected estimate of spending for the year ahead in February/March each year for presentation to Senior Management.

### ***PURCHASING***

- the Librarian will purchase resources to meet the needs of staff and pupils both for academic and recreational purposes
- resources will be purchased to meet all age groups and abilities
- consultation will take place with staff and pupils to ascertain needs

### ***FABRIC***

The overall aim will be to maintain a pleasant atmosphere in the L.R.C. while meeting the needs of all users and keeping abreast of new developments. A priority list will be identified in the L.R.C. Development Plan which recognises these aims.

**APPENDIX 1****KELSO HIGH SCHOOL LIBRARY COMMITTEE  
CONSTITUTION**

1. The committee will comprise :
  - Librarian
  - Assistant Rector with library responsibility
  - Four staff representatives, one from each faculty
  - Principal Teacher of Computing
  - Principal Teacher of Guidance (Careers)
  - Two pupil representatives from Class 6
  - Two pupil representatives from Class 5
  - Two pupil representatives from Class 4
2. All members should be motivated by an interest in the Library, rather than being elected on to the committee.
3. The Class 4 representatives should hopefully progress through the committee for 3 years, serving as S5 and then S6 representatives.
4. Every two years, staff members will be asked if they wish to continue. If anyone wishes to step down, a replacement from the appropriate faculty will be invited to join the committee.
5. A Chairperson and Minutes Secretary will be appointed for a two year period. After this period, these positions will be offered to the rest of the committee. There will be no restrictions, however, on the office-holders completing a second two year term if the committee agrees to this.
6. Meetings will be held in the Library from 12.50. - 1.35. pm.
7. At least one meeting per term will take place with others being determined on a needs basis.

## APPENDIX 2

**KELSO HIGH SCHOOL LIBRARY COMMITTEE  
MEMBERSHIP : 2001 - 2002**

Mrs. S. Guthrie	Librarian
Miss. A.T. Lawrie	Assistant Rector
Mrs. H Adams	Learning Support
Miss. F. Carragher	Biology
Mr. I. King	I.T.
Mrs. C. Lesenger	Physical Education
Mr. J. Payne	Principal Teacher, Careers
Miss. F. Barker	English
Kenneth Gibson	5EW
Laura Virtue	5WR
Mark Laing	6T
Amanda MacVicar	6K