



Business &
Enterprise



APPLIED
LEARNING

ST ALBANS GIRLS' SCHOOL BUSINESS & ENTERPRISE COLLEGE

Library Policy

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Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY

Located centrally within the school, the library is a key supplier of resources for both the curricular and recreational needs of students and staff. It is open throughout the day from 8.15am to 4.30pm. Sixth formers are encouraged to use the library for research/quiet study and a number of them act as library prefects during break and lunchtimes. Help is also provided by a team of volunteer parent helpers.

Resources in the library include 18,500 fiction and information books, journals, newspapers and audio books as well as a growing collection of book related DVDs. There are 13 networked computers, all of which have internet access. A photocopier is available for student use.

The library staff offer help and guidance to the students on the selection and use of materials and seek to foster in them a love of reading. The fiction stock is wide in scope in order to appeal to all tastes and abilities and its use is promoted through new book displays, subject reading lists, themed bookmarks and a book review board. All year 7 students undergo a library induction course during their first term to help develop skills in locating, retrieving and evaluating resources. These skills are then reinforced through curriculum-based projects during years 7 – 9.

1. St Albans Girls' School library has a crucial role in supporting the aims and objectives of all areas of the curriculum. It is a centre where students can develop the skills required for independent study at the same time as reinforcing and extending the learning that has taken place in the classroom. It is, therefore, regarded as an integral whole school resource and one which students and staff are actively encouraged to use.
2. **The main aims are:-**
 - To provide students with resources for work in all areas of the curriculum;
 - To promote independent study and private reading throughout the school and improve literacy. This will be facilitated by the provision of easy reading, abridged classics and non-fiction texts to cater for students across the range of abilities;
 - To promote ICT within the school via the whole school network, in consultation with the ICT co-ordinator, and the computerised catalogue system;
 - To provide a calm and quiet atmosphere in which to work outside the classroom.
3. The library staff will:-
 - Endeavour to ensure that staff and students have access to a wide range of selected resources relevant to both their curriculum requirements and leisure interests, taking particular account of cultural diversity and the language and special needs of groups and individuals;
 - Ensure the provision of an attractive, organised and accessible library environment conducive to purposeful study and independent learning;

- Maintain effective liaison with HOFs/HODs in order to:
 - Provide relevant resources for their curricular requirements;
 - Agree the use of the library during lesson times.
- Effectively promote the library throughout the school by keeping members of staff and students informed of new resources available;
- Supporting the training of students in the learning of library skills in order to develop their independent retrieval of information.