

LRC PROVISION

Ely College

Version Number:	1
Applicable To:	Ely College
To be approved by college on:	June 2021
Review Cycle:	2 years
Date of Next Review:	June 2023

Ely College
Library Resource Centre

The Learning Resource Centre will now be known as The Library Resource Centre.

The Library Resource Centre will provide support for the whole curriculum for all students and staff and will aim to:

- Promote literacy in partnership with all curriculum managers.
- Support the development of independent study and individual learning.
- Provide an environment which is stimulating, flexible and conducive to study.
- Provide an appropriate collection of resources.

Staffing

- Day-to day management of the Library Resource Centre will be the responsibility of the Library Resource Centre Manager.
- The role of the Library Resource Centre Manager will be clearly defined in a job description.
- The Library Resource Centre Manager will be responsible to a member of the Senior Leadership Team.
- The Library Resource Centre will keep up-to-date with professional developments through continual professional development.
- The Library Resource Centre Manager will recruit a team of Student Librarians to help with the day-to-day running of the Library Resource Centre.

Access/Accommodation

- Students and staff will have open access throughout the school day.
- The Library Resource Centre is not available as a normal teaching room or as a computer room.
- The Library Resource Centre will be available for different types of use e.g. independent study and individual learning, whole class or group use and sixth form use.
- The Library Resource Centre will be open before the start of the school day and remain open at the end of the school day for individual study, reading and homework.
- The Library Resource Centre will be a designated 'safe place to be' within the school.
- Advance booking is possible.
- Displays will be used to promote use of the Library Resource Centre.

Resources

The Library Resource Centre will provide and maintain a collection of a wide range of resources to include:

- Books, periodicals and newspapers
- DVDs

- Access to computers
- Internet
- Audio-visual equipment

This collection will aim to provide material to support the learning of all students and will take account of ability, gender and ethnicity.

- Links will be made between subject departments and the Library Resource Centre so that resources will support and compliment departmental collections.
- The stock will regularly be monitored.
- There will be continuous evaluation of stock by the Library Resource Centre Manager.

Use

- The majority of resources will be available for loan.
- Each student will be allowed to borrow an allocated number of resources.
- Overdue items will be monitored by the Library Resource Centre Manager and every attempt will be made to reclaim books.

Development of skills

- The Library Resource Centre Manager will seek opportunities to develop information retrieval skills.
- Where appropriate induction programmes will be used to teach information skills, particularly to Year 7 and Year 12.
- The Library Resource Centre will seek to enhance literacy by providing materials for recreational reading and promote reading through special events and book fairs.

Funding

- The Library Resource Centre will require consistent, regular funding to maintain, update and develop the Library Resource Centre collection.

Evaluation

- Use of accommodation will be regularly reviewed.
- An evaluation of stock will be carried out on a regular basis.