

## LEARNING RESOURCE CENTRE POLICY

### A PRINCIPLES AND PURPOSE

The Learning Resource Centre is to be a central resource to provide research facilities and information for everyone in the School, and to support pupils' learning in an attractive, stimulating learning environment.

### B BROAD GUIDELINES

- The Learning Resource Centre will be a source of learning materials both print and multimedia for use by individuals, small groups and whole classes :

In response to the needs of the curriculum  
In response to cultural and recreational interests

- The Learning Resource Centre will seek to develop information retrieval skills from a variety of resources.
- The Learning Resource Centre will participate in the development of multimedia skills and seek to encourage individual study through the provision of a wide range of materials and equipment.
- The Learning Resource Centre will support teaching staff in curriculum development by providing links to relevant outside resources and promoting support for departmental material on the intranet e.g.studywiz .
- The Learning Resource Centre will be responsive to the Equal Opportunities Policy of the school, giving cognisance to equality of access, differentiation of ability levels, and representation of cultural and aptitudinal differences.

### C IMPLEMENTATION

#### 1 Responsibility

Two colleagues lead and manage the learning resource area and are responsible for:

- execution and application of policy
- administration of the Learning Resources Centre
- promotion of Learning Resources

## 2 Procedures

### Accommodation:

- (a) Provision of accommodation will allow concurrent use for individual study, group/whole class study, through the use of printed and multi media facilities.
- (b) There will be provision of an area for browsing (e.g. Newspapers & Periodicals).
- (c) There will be provision of individual computer stations for the use of students and staff.
- (d) There will be provision of printing and duplication facilities for the use of students and staff.
- (e) There will be provision for open office space for administration purposes.

### Stock Purchase:

- (a) There will be monies designated (by percentage formula) from curriculum subjects' allocation per annum to fund the running of the centre.

### Stock Review:

A policy of review is in place, taking cognisance of age, relevance, physical condition, exploitation of stock.

### User Education:

Pupils. New entrants into Year 7 have an induction lesson in the Learning Resource Centre.

Staff. A Library Induction, including INSET is to be offered to newly qualified staff and staff new to the school.

### Communication:

- (a) A Learning Resources list of DVD's is available for staff but unfortunately, due to copyright restrictions, these cannot be lent out to pupils.
- (b) Letters to parents are sent in consultation with a Form Tutor, Link Tutor, or Head of Year (as appropriate). 'Overdue' computerised notices are to be issued by the Form Tutor.

### Access:

- (a) The Learning Resource Area will be accessible and supervised throughout the school day, including lunchtime, after 2:45pm and before school Tuesday to Friday.
- (b) Individual pupils leaving lessons in order to access the Learning Resource Centre will have a permit-proforma from the subject teacher. If any pupil misbehaves, the subject teacher and Head of Year will be informed by e-mail and the pupil returned to class.

- (c) Cover classes can be booked into the Learning Resource Centre by Mrs Jones and individual work for these students should be made available. It is normally sent by e-mail and is then put on the intranet by the Learning Resource Centre staff.

Circulation: An automated-library-system is in place.

- (a) Pupils and staff may loan resource, usually for a period of two weeks, though some multimedia stock is subject to copyright limitations.
- (b) Staff may fill and take away a 'resource-box' for specific programmes of study taking place in their lesson.

Resources:

- (a) The Learning Resource Centre will seek to maintain resources, which include multimedia reference stock, World Wide Web, ephemeral materials, fiction (popular and literary) and non-fiction materials.

Fiction	33% approximately.
Non-fiction	66% approximately.

- (b) The Learning Resource Centre will hold consumable materials and learning tools for research-based learning purposes.
- (c) The Careers resources are located in a separate area within the Learning Resource Centre, coordinated by careers, connexions and work based learning colleagues.
- (d) The non-fiction stock is classified and signposted by the Dewey-Decimal system.

## D OPERATIONAL GUIDELINES

Reference Handbook.

Reference Learning Resource Area Guidelines.

*As the Learning Recourse Centre is a new venture this year, the policy and procedures are still being formulated. Ideas are being tried out and changes being made to further improve the centre and iron out snags. This policy is based on current procedures but slight changes may take place throughout the year.*