

Holy Cross *Sixth Form College* and *University Centre*



Library Policy

April 2018

College Mission Statement

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to provide a high quality of education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally intellectually and emotionally and we welcome students and staff of all faiths.

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THE LIBRARY AT HOLY CROSS COLLEGE

Context: The library provides a service to all of the college community, staff, sixth form students and undergraduates. Provided in specialist built, recently revamped and extended accommodation, (2015), the library consists of differentiated areas providing students with a university style library with a choice of studying environments. The resources available underpin the curriculum, encouraging and supporting students toward independent learning and provides for some leisure reading.

The library also holds the archives of the historical provision of education on this site from the 19th century.

POLICY STATEMENT: The policy provides an outline of the provision the college community can expect and covers the learning environment, collection development, promotion, staffing and staff development, health and safety, and equality.

LIBRARY LEARNING ENVIRONMENT

We aim to provide an environment which stimulates the use of learning materials and library services and which is conducive to study.

To fulfil our aims we will:

- ◆ Ensure that the library is adequately staffed, and that whenever possible the silent study area is staffed.
- ◆ Remind students that this is a working environment and they should therefore not eat or drink in the library, except water from the designated type of bottle, nor use mobile phones to conduct a conversation.
- ◆ Allow groups to work together at the appropriate tables in the main library, or in the bookable group workrooms, whilst ensuring that noise is kept to an acceptable level. The silent study area, and the individual carrels are to be used for individual study only.
- ◆ Behaviour will be monitored and anyone found to be creating a disturbance or an unsafe environment will be asked to desist. Failure to comply with the request will result in the student being asked to leave the library. Repeated inappropriate behaviour will result in the college's disciplinary system being invoked.
- ◆ Student behaviour is a standing item on the library staff meeting agenda.
- ◆ Furniture and fittings will be monitored on a regular basis and repaired or replaced where possible.
- ◆ Display material will be attractive and monitored for good condition, relevance and equality issues.

LIBRARY COLLECTION MANAGEMENT

The library will provide stock that is made easily accessible, supports all areas of the curriculum and that provides some leisure and recreational reading for staff and students.

To fulfil our aims:

- ◆ We will endeavour to ensure that the library receives a realistic budget each academic year.
- ◆ The library budget for sixth form provision will be allocated according to the professional judgment of the Head of Library in order to ensure sufficient and up-to-date resources in each subject area. Resources for degree provision will be provided at the direction of the relevant faculties of our partner providers.
- ◆ We will work collaboratively with subject staff and university partners in stock selection and editing.
- ◆ Ensure that students' different learning styles can be supported by a variety of formats in each subject; i.e. dvds, journals, e-sources, the Internet, newspapers, as well as books.
- ◆ The library stock will be edited on a regular basis and stock which is out-of-date, unused or in poor condition will be removed and replaced where appropriate. Redundant stock will be disposed of appropriately.
- ◆ Library stock will be ordered, received, processed and shelved efficiently and effectively in as short a time as is practicable.
- ◆ Stock will be catalogued and classified according to the Dewey Decimal Classification scheme in order to be accessible to students via the computerised catalogue system.
- ◆ The library will be open during the core working day and until 8.00p.m. Tuesday to Thursday in term time and some holidays. A more limited service will be provided during most holiday periods.

LIBRARY PROMOTION

We aim to raise the library profile with subject staff to ensure that the library is an equal partner with them in supporting students' achievements and personal growth.

To fulfil our aims we will:

- ◆ Foster good relations, both formal and informal, with subject department staff, University Centre staff and university partners in order to promote the library services and for library staff to be aware of subject developments and needs. This will include an annual meeting to take place during the Teaching and Learning Meeting schedule.
- ◆ Supply each department with a termly update of new stock added to their subject areas and supply all staff with regular library updates.
- ◆ Provide all new staff and students with a general induction to the library and provide students and staff with updates and promotional information throughout the year using displays, Moodle, email, and social media.
- Evaluate the service annually via questionnaires, monitoring suggestions, evaluating statistics, and the Library Focus Group.

STAFFING AND STAFF DEVELOPMENT

The library aims to ensure that the library is staffed by appropriately trained staff and that all staff should have access to continued development.

To fulfil our aims we will:

- ◆ Ensure that the Head of Library is a chartered librarian and that the Librarian is qualified and actively working toward achieving chartered status. Ensure they continue to pursue professional development and that all staff are suitably trained and qualified for their posts.
- ◆ All staff will undertake the College PR during which training needs will be identified.
- ◆ The Head of Library and Librarian will attend local and national professional meetings and undertake to ensure that they keep-up-to-date with developments in librarianship, education, information technology and other areas pertaining to the service.
- ◆ All new staff will undertake the College induction programme and will attend College inset days as appropriate and will follow the library induction plan.

HEALTH AND SAFETY

The library will provide a safe environment for staff and students to work and study in.

To fulfil our aims:

- ◆ All staff will adhere to the College Health and Safety Policy.
- ◆ Health and Safety will be a standing item on the library staff meeting agenda.
- ◆ Problems with hazardous or dangerous situations should be reported to the Head of Library who will act on these reports within an agreed time scale, as laid down in the College Health and Safety Policy.
- ◆ In the event of a fire alarm it is the responsibility of all staff to ensure that the library is clear and that students leave the building by the designated fire exits. In the absence of the disc holder (Head of Library), any member of staff may take the disk to the disk coordinator and report the library clear of staff and students.
- ◆ Risk assessments will take place annually and any actions necessary to ensure the safety of staff and students will be undertaken.
- ◆ Behaviour will be monitored and anyone found to be creating a disturbance or an unsafe environment will be asked to desist. Failure to comply with the request will result in the student being asked to leave the library. Repeated inappropriate behaviour will result in the college's disciplinary process being invoked.

EQUALITY

The library aims to provide a service that treats all staff and students of Holy Cross College fairly according to their individual and unique needs.

To fulfil our aims:

- ◆ Ensure that all students and staff will be treated in a courteous friendly manner, and will be assisted to access the information they require. Students will be assisted to become independent learners and users of the library service.
- ◆ All sixth form students will receive a general induction to the library service during tutorial lessons and receive regular updates of subject specific information. All university students will receive a library introduction or research skills session as organized and requested by the relevant university staff or Holy Cross University Centre.
- ◆ All staff to attend a library induction talk in the library.
- ◆ Stock will be chosen to ensure that students' different learning styles can be supported by a variety of formats in each subject; i.e, dvds, journals, newspapers, e-sources, books etc.
- ◆ Library stock and displays will only be chosen which positively portray all sections of society, unless those materials are a necessary part of a particular syllabus.
- ◆ We will liaise with the Learning Support Teams and Holy Cross College University Centre to ensure all students have equal access to the library's resources and if necessary provide adapted equipment.
- ◆ We will liaise with outside agencies to ensure equality of opportunity for all our students.
- ◆ The library will continue to support the inclusive and widening participation initiatives undertaken by the college.
- ◆ Equality will be a standing item on the library staff meeting agenda.

MONITORING THE POLICY

Focus groups, questionnaires
Library Statistics
Incident Reports
Teaching and Learning Minutes
Library Staff Meeting Minutes