

# **THE SIR BERNARD LOVELL SCHOOL**

## **LEARNING RESOURCES CENTRE POLICY**

### **Rationale**

The Learning Resources Centre aims to support research and learning across the whole curriculum. All students have an entitlement to benefit from the relevant and accessible resources whether it be through classroom teaching or individual research. The Learning Resources Centre should be an integral part of curricular development and teaching and learning styles. The Centre, through its resources, materials and staff, should support all stages of students' education and assist in the development of their potential as independent life-long learners.

### **Guidelines**

The Learning Resources Centre comprises the Main Library, Post-16 Library, Multi-media area and T.V. Room, Audio-Visual aids and Reprographics. It provides a wide range of resources and services which include books, posters, newspapers and magazines, audio cassettes, CD Rom multi-media, video cassettes, audio and video equipment and a range of reprographic facilities both in the Centre and spread throughout the school.

The Resources Adviser liaises with Resources staff, Imf and subject leaders to devise a development plan which will direct policy and reflect the changing needs of the curriculum and the development of ict. Policy and practice are discussed, reviewed and evaluated in regular planned meetings with the Deputy Head and with Resources staff.

The Learning Resources Centre is a whole school resource and all staff and students should be encouraged to exploit its facilities fully. Curriculum teams are consulted and are actively encouraged to submit recommendations for the planned spending of the capitation allowance to support specific curricular developments including, for example, new courses at Post-16 and international education initiatives.

The Learning Resources Centre is open and staffed during lesson times for students to use individually (with passes) and for pre-booked whole-class work. Year 7 follow a structured library skills programme. The library is open and staffed every lunchtime and timetabled for use by different year groups, with the support of teaching staff. The Librarian also encourages student and parental help in the daily running and maintenance of the library. The library is open and staffed after school until 4.30pm: support for extended work is available on two evenings a week.

A separate Post-16 area is maintained, with provision for independent study and access to appropriate materials.

Learning Resources Centre staff will be encouraged to develop their skills by attending meetings and courses which address Centre and individual professional needs identified in the Development Plan.

## **CURRICULUM AREA - LEARNING RESOURCES CENTRE LIAISON POLICY**

### **To be adopted by curriculum areas and subject teams**

The curriculum team members should have a good working knowledge of how the Learning Resources Centre functions. The Learning Resources Centre includes the library, A/V and Reprographics.

The subject leader should be familiar with the relevant parts of the Resources Development Plan, which can be obtained from the Resources Adviser.

Curriculum team members should liaise with the Resources Adviser and team when planning and developing courses. This includes not only extra resource provision, but production of in-house printed material.

Adequate time should be given for the typing, processing and printing of curriculum resources.

The curriculum team should use the Learning Resources Centre in the most appropriate way to enhance the curriculum. This might range from whole class visits, and group and individual visits, to book box provision, liaison with the Librarian over providing restricted loans etc., poster loaning, use of multi-media and ict, video provision, magazine and current news provision, reference material in the library and in the library office, plus use of a/v equipment. Planning and consultation will enable these finite resources to be circulated efficiently.

The curriculum team should encourage, at every opportunity, the independent learning skills of the students. Students' use of the school Learning Resources Centre, other centres or home research should be actively acknowledged and promoted and access encouraged to school based equipment for individual research and study.

The curriculum team should ensure that students have the appropriate skills necessary to use the Learning Resources Centre for given tasks. Schemes of Work should show where teachers and students use and evaluate research skills.

Subject leaders should have a copy of the Introduction to Resources booklet. The curriculum team members should be familiar with the skills taught in the induction course. Ideas and advice would be welcomed by the Learning Resources Centre and can be included in future editions.

Student use of the library is an entitlement and equal opportunities issue. The curriculum area should ensure equal access and monitor its success.

Requests for purchases will always be met sympathetically. However, subject teams must always be able to justify requests by reference to how the resource will be used. Mentions in Schemes of Work are an obvious active example of good resourcing.

Production of curriculum area printed materials should be word processed and of "publisher" quality.

The "Resources News" leaflet provides information on the Centre. Subject leaders should raise relevant points at meetings. Resources staff would welcome comments back from subject teams which will be acknowledged in future editions.

Adopted: .....  
Head

Date: .....

Adopted: .....  
Chair of Governors

Date: .....

Revised: .....  
Head

Date: .....

Revised: .....  
Chair of Governors

Date: .....

This policy will be reviewed annually.