



QUEEN ELIZABETH'S SCHOOL (WIMBORNE MINSTER)

Learning Resource Centre (LRC) Policy

Title of Policy	Learning Resource Centre (LRC) Policy
Policy Type	School
Review Cycle	3 Years
Policy prepared by	Mr S Jones, COO
Committee responsible	Community and Environment
Date of review by committee	8 th November 2018
Date of approval or submission to FGB	20 th November 2018
Next Review	Autumn 2021

INTRODUCTION

The Learning Resource Centre (LRC) is a major educational and personal development resource for the students and staff of the school. It is primarily, a learning and information centre which is central to the school's curriculum and supports the learning process by providing services, personnel, materials, equipment and an information system.

It is an essential resource for the planning and implementation of the teaching and learning programmes of the school whilst also being a recreational and reference centre. The atmosphere of the LRC should stimulate interest and enthusiasm for learning through reading, listening and viewing. Advances in technology will be assimilated to maintain the relevance of the LRC to its users within the wider social context.

AIMS:

- To provide appropriate resources to support teaching and learning within the school at all ability levels
- To ensure that resources can be easily accessed by users
- To promote the LRC to staff and pupils
- To promote and support the development of learning skills
- To provide appropriate staff development and careers resources
- To liaise with other information providers
- To provide an area conducive to independent study
- To support and promote the use of information technology
- To provide a variety of teaching and learning environments for classes, small groups and individuals.

POLICY STATEMENTS:

To provide appropriate resources to support teaching and learning at all ability levels:

- The LRC should contain materials and equipment in a variety of forms e.g. audio-visual, multi-media, maps, data retrieval (CD-ROM) computer software, books, pamphlets, newspapers, magazines, professional journals, curriculum documents. ~~The school's collective development policy must be developed and implemented cooperatively to ensure the relevance of materials to the school's education programme.~~
- The Librarian LRC Manager will liaise regularly with all departments.
- Resources for leisure interests will be provided.
- Learning resources will reflect a commitment to equal opportunities.
- Learning resources will be provided for all ability, levels.

To ensure that resources can be easily accessed by users:

- The Learning Resource Centre will be available for use by staff and pupils before and after school and during lesson time.
- Learning resources will be arranged by nationally, accepted schemes - library resources by the Dewey Decimal Classification.
- Assistance will be given to teachers and students in the selection and use of resources most appropriate to teaching/learning processes.
- Access will be provided for information retrieval systems - manual and automatic.
- An AV/IT support service will be provided to assist teachers and students in the use of non-book resources and equipment

To promote the use of the LRC's resources to staff and pupils:

- A process will be set up for identifying and prioritising curriculum resource and support needs.
- Information relevant to subject departments will be disseminated to staff.
- All new staff will be introduced to the LRC.
- The Librarian LRC Manager will contribute to the House Bulletin at regular intervals
- The Librarian LRC Manager will give presentations when required to groups within the school's management structure.

To support the development of learning skills:

- The LRC will be involved in the planning and implementation of a learning skills programme which enables students to develop skills related to the retrieval, evaluation and use of data and information in cooperation with subject teachers.
- The LRC will accommodate flexible learning strategies.

To provide appropriate staff development and careers resources:

- A range of texts will be provided for staff development.
- The Librarian LRC Manager will liaise regularly with the Deputy Head responsible for staff development
- The Librarian LRC Manager will support the use of careers materials and software.
- The Librarian LRC Manager will liaise regularly with guidance and careers staff.

To liaise with other information providers:

- The Librarian LRC Manager will coordinate all external borrowing.
- Information on books (resources) in print will be available for all users.
- The Librarian LRC Manager will establish and maintain local and national contacts of sources of information.

To provide an area conducive to independent study:

- Adequate space and conditions will be provided for users.
- The discipline Behaviour Policy policy of the school will be enforced in the LRC.
- All users will be expected to behave with consideration for others.

To support and promote the use of information technology:

- The Librarian LRC Manager will promote databases to support the use of LRC resources and keep abreast of new developments in information technology.
- The Librarian LRC Manager will maintain and develop the computer catalogue and provide search facilities via keywording.

MANAGEMENT AND STAFFING

The LRC is staffed by a full time Learning Resource Centre Manager, responsible to the respective Senior Staff Manager. The Librarian is supported by a Volunteer student library assistant at breaks.

Systems

The management systems of the LRC should be designed, implemented and evaluated to ensure that services, personnel, materials and equipment are available to the school and reflect the purpose of the LRC. Systems and procedures include: budgeting, selecting and culling, ordering and acquisition, cataloguing and classification, processing of materials, circulation and stock control.

Evaluation

An ongoing process designed to monitor the school's use of the LRC is essential. This should take account of:

- Staffing, space and funding levels
- Technological advances
- Involvement in networks beyond the school
- The effectiveness of educational policies and curriculum priorities
- The school's expressed needs for services
- Established and projected patterns of resource use
- Developments in library and information science