



TARPORLEY HIGH SCHOOL LIBRARY POLICY

1. Mission Statement

Tarpорley High School Library is a welcoming, positive, and dynamic space where pupils are encouraged, inspired and empowered in their reading and learning. We provide students and staff with fiction and non-fiction resources for reading for purpose, whether that is for pleasure, wider reading, curriculum support, skills-building, professional or personal development. Research skills are actively promoted with support provided for independent research and the Extended Project Qualification.

Beyond reading, we aim to build community and promote student well-being through structured activities and events. We are an inclusive environment where all library users can feel safe to read, learn, relax, and explore their interests.

2. Selection Criteria

Tarpорley High School librarians have a joint responsibility with Cheshire West and Chester Library Service for the selection of materials for inclusion in the Library. Recommendations and requests are welcome from teachers and other school staff, students, and parents/guardians; requested items must meet the selection criteria before acquisition.

Items are selected based on the needs of the Library's diverse user groups, which include (but are not limited to) students from Year 7 to Year 13, staff members, and external members of the public library. As such, a diverse range of materials is required to meet the needs of these groups. We prioritise stock that users will enjoy, but that will also challenge and extend their reading, personal, and interpersonal skills. We also aim to select stock that represents our diverse student body, as well as those that offer different viewpoints in order to increase enjoyment, promote learning, and build empathy. This provides for the inclusion of books that are challenging in content or style, and meets the three aims of the Equality Duty as stated within the school's Equality Statement.

<https://www.tarpорleyhigh.co.uk/ckfinder/userfiles/files/Policies/Equality%20Statement.pdf>

In selecting materials for inclusion, the librarians refer to the ALA's selection criteria¹ judging materials based on:

- Educational significance
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Favourable reviews found in standard selection sources
- Favourable recommendations based on preview and examination of materials by professional personnel
- Reputation, authority, and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity
- Providing balance to controversial issues in a manner compliant with other selection criteria

3. Deselection Criteria

Materials are deselected (or “weeded”) from the Library on a rolling basis when they no longer meet the selection criteria and space is needed for new titles. This is often due to lack of use, irrelevance to the collection, outdated or inaccurate information, overall condition, and/or lack of appeal to user groups.

After deselection, materials are, in order of priority:

1. Given to school staff for classroom use
2. Transferred to other public libraries within the Cheshire Libraries network
3. Given to students for individual use
4. Given to school staff for individual use
5. Recycled or otherwise disposed of

¹ ALA. (1998) *Workbook for selection policy writing*. Available from: <https://www.ala.org/Template.cfm?Section=dealing&Template/ContentManagement/ContentDisplay.cfm&ContentID=11173> (Accessed 10 March 2023).

4. Acquisitions and Donations

Materials are either acquired through the CWAC Library service, or purchased by the school's Finance Department, using their recommended suppliers based on quality and price. If appropriate, timeliness/availability of stock may take priority over cost.

Donations are not generally accepted, due to limited shelf space within the school library. Exceptions may be made in some circumstances at the discretion of the school librarian.

5. Resources

5.1 Fiction and Non-Fiction

Tarporley High School's students vary greatly in age, maturity level, life experience, interests, and ability, and as such, every resource in the school library will not be suitable for every pupil. Similarly, while librarians will encourage and guide pupils toward suitable resources, they cannot gauge suitability of every resource for every student. Tarporley High School Library believes that a library collection of curated materials is one of the safest and most reliable ways to access information, and we support our students' freedom of access to information and right to read, as established by British legislation² and IFLA³ and CILIP⁴ frameworks.

Tarporley High School encourages parents and guardians to engage with their children's reading. If parents believe a resource that their child has brought home is unsuitable, they should ask their child to return it to the Library. We always welcome book recommendation requests and are happy to help students find something more suitable. In certain circumstances the librarians may not lend particular books to students in school if they feel that they may not be age appropriate. Students would then be asked to have a parent contact the school to consent to borrowing.

Concurrent with frameworks and legislation, while librarians may guide students toward what is deemed age-appropriate reading through recommendations and the use of library collections, the Library does not limit access to written materials, nor does it require guardian permission for students to borrow written materials that may be considered mature or contentious. This includes fiction and non-fiction.

5.2 Computers

Tarporley High School library provides access to four computers: two are connected to the school network, and are managed by the school's ICT Team; two are connected to the CWAC Public Library network, and managed by their ICT Team. Students are only permitted to use the school's computers during the school day, as these computers are restricted to age-appropriate content. Outside of the school day, when

² *Human Rights Act 1998: Elizabeth II. Chapter 42.* (1998). London: The Stationery Office.

³ IFLA. (2019) *IFLA statement on censorship*. Available from: https://www.ifla.org/wp-content/uploads/2019/05/assets/faife/statements/ifla_statement_on_censorship.pdf (Accessed 10 March 2023).

⁴ CILIP. (2018) *Ethical Framework*. Available from: https://cdn.ymaws.com/www.cilip.org.uk/resource/resmgr/cilip/policy/new_ethical_framework/cilip_s_ethical_framework.pdf (Accessed 10 March 2023).

Tarporley High School Library is operated by Cheshire West and Chester Library service, students may be permitted to use the CWAC Libraries computers, where content will not be restricted.

6. Complaints and Stock Reconsideration

In line with the school Complaints Policy⁵, we request that all complaints about library materials be directed to the headteacher in the first instance for reconsideration.

During this process, the item will be assessed by the Reconsideration Committee consisting of the Headteacher, the SLT link for the Library, and the librarian(s). The item will be assessed against the selection criteria, how it is classified elsewhere (online and in-store), borrowing history, media coverage and the reason for the complaint.

The item will not be removed from the Library during this assessment period.

At the end of the assessment period, one of the following actions will take place:

1. The item will remain in its current position within the Library.
2. The item will be relocated to a different collection (e.g. from the Children's/Teen Fiction section to the Adult Fiction section).
3. The item will be removed from the Library.

The complainant(s) will be informed in writing of this decision and why it has been made. After an item has been considered, it will not be subject to reconsideration for another five years.

7. Privacy Policy

Tarporley High School students are required to submit their personal information to Cheshire West and Chester Library service in order to access library services. CWAC Library service will act as 'Controller' of the data, complying with GDPR regulations⁶. Only Tarporley High School librarian(s) can access data stored on the CWAC Library Management System, which will not be disclosed or shared with third parties including other school employees, unless required to do so by law.

⁵ Tarporley High School. (2022) *Complaints Procedure*. Available from: [ComplaintsPolicy2022.pdf \(tarporleyhigh.co.uk\)](https://tarporleyhigh.co.uk/ComplaintsPolicy2022.pdf)

⁶ Cheshire West and Chester Council. (2023) *Libraries Privacy notice*. Available at: <https://www.cheshirewestandchester.gov.uk/system-pages/privacy-notices/libraries-privacy-notice> (Accessed 10 March 2023)

In addition, and concurrent with IFLA⁷ and CILIP ethical standards, we do not disclose student borrowing records or items to outside parties (including parents/guardians) unless:

- There is a Safeguarding concern, in which case only relevant information will be passed to the Safeguarding team
- An item is more than three months overdue and other avenues of requisition have been exhausted

8. Charges and Fines

As members of Cheshire West and Chester Library Service, Tarporley High School students are liable for charges and fines as stated in their terms of agreement⁸.

On occasion, parents may be requested to either purchase a replacement copy or pay a fine for the cost of any lost or damaged books. This will be at the discretion of the librarian(s), depending on the age, condition or popularity of the title.

Payments can be made to the school librarian(s) or any library within Cheshire West and Chester or Chester East.

9. Links with Other Policies

This document links to the following policies:

1. Child Protection Policy
2. Safeguarding Policy
3. Complaints Procedure
4. Data Protection & CCTV Policy
5. Equality Statement
6. Charges and Remissions Policy

Policy Approved by the Governing Body – January 2024

⁷ IFLA. (2020) *Libraries and children's right to privacy: IFLA Submits Comments to OHCHR Call for Inputs*. Available at: https://cdn.ifla.org/wp-content/uploads/files/assets/hq/ifla_-_submission_on_privacy_rights_of_children.pdf (Accessed 10 March 2023).

⁸ Cheshire West and Chester Council. (2024) *Borrowing, charges and fines*. Available at: [Borrowing, charges and fines | Cheshire West and Chester Council](#) (Accessed 9 January 2024)