Welcome to the Library

The school library at Shuttleworth College is a place for staff and students to read, work and enjoy playing calm games.

The library is open Monday to Friday from 8am-4pm (excluding Friday when the library closes at 3:30pm). During the school day, students may use the library at breaks unless the librarian is absent.

The school librarian hosts a range of clubs after school which are open to everyone!

At Shuttleworth College, we want to give all students the opportunity to use reading as a way to become socially, emotionally and intellectually accomplished young adults in the future. People who read frequently for pleasure are more likely to succeed in their exams as well as a range of other benefits and this is what we want for our students. More information about the benefits of reading can be found by visiting the literacy agency website here.

Shuttleworth College Library Policies and Procedures

Date of policy – October 2026

To be reviewed – October 2027

Information used to inform this document can be found here:

https://www.sla.org.uk/Services/Public/News/Articles/2024/SoA,-CILIP-and-SLA-joint-statement-on-censorship-in-school-libraries.aspx#:~:text=A%20recent%20survey%20of%20school,those%20requests%20coming%20from%20parents.

https://literacytrust.org.uk/blog/library-lifeline-part-2-successfully-managing-book-stock-in-your-library/

Conduct and Capacity

Due to the nature of the library, during unstructured times (break times/before school), numbers should not exceed the top limit of 25 students. The librarian will reduce this number as and when it is necessary to maintain a peaceful environment.

Shuttleworth College has high expectations for behaviour. The same behaviour system used throughout the college is used in the library. The school librarian will follow the consequence system if behaviour is not meeting the standards required. The school librarian may implement a set term ban for use of the library if poor behaviour is not improved. This ban would not apply when the student has a lesson within the library or the adjoining computer room.

Stock selection, acquisition and disposal

At Shuttleworth College, we believe every student should have access to a broad, balanced and inclusive range of reading materials. The library collection is carefully developed to support our school motto: **Think Big, Chase Dreams, Succeed Together**.

Through reading, students can encounter new ideas, develop empathy, challenge their thinking and deepen their understanding of the world around them. The collection aims to provide both **mirrors and windows**: books in which students can recognise aspects of their own experiences and books that introduce them to different perspectives, cultures and ways of life.

The library contains fiction, non-fiction, graphic novels, comics, manga, classic literature, local history, shorter reads and dyslexia-friendly resources. The collection is intended to meet the needs of students with a wide range of interests, backgrounds and reading abilities.

Most stock is acquired through purchase, although donations in good condition may be accepted at the librarian's discretion.

Selecting Library Resources

The school aims to spend its library budget responsibly and effectively to provide a high-quality collection for all students. When selecting resources, the librarian may consider:

- Suggestions from students, staff and parents/carers.
- Reading trends and student interests.
- Curriculum requirements and enrichment opportunities.
- Representation of different cultures, experiences and viewpoints.
- Suitability for the 11-16 age range.
- Safeguarding considerations.
- Stock gaps and collection balance.
- Anticipated demand and shelf life.

While the collection reflects a wide range of perspectives, resources are selected for their educational, literary, informational or recreational value.

Challenging Themes and Content

Literature often explores complex aspects of human experience. As a result, some resources may include themes such as:

- Bereavement and loss
- Family relationships
- Identity and belonging
- Mental health and wellbeing
- Prejudice and discrimination
- Conflict and war
- Social and moral issues

Such themes are often important to the overall educational or literary value of a work and can encourage empathy, resilience and critical thinking.

Resources are considered as complete works and are evaluated within their full context rather than on isolated words, passages or scenes.

Diversity and Representation

The library seeks to reflect both modern Britain and the wider world. Students benefit from reading books that represent a variety of cultures, beliefs, backgrounds, abilities, family structures and life experiences.

Providing access to diverse voices and perspectives helps students develop understanding, respect and cultural awareness, preparing them to participate positively in an increasingly diverse society.

Age Guidance and Reading Choice

The library has a wide variety of fiction titles covering many genres and reading levels. Some books are classified as **Young Adult (YA)**, meaning they are generally written for readers aged 14-18. This classification is based on content and themes rather than reading ability.

Books that may contain more mature or challenging content are identified by audience guidance:

- **Green stamp sheet** - generally suitable for Year 8+ readers.
- **Red stamp sheet** - generally suitable for Year 9+ readers.

These recommendations are intended to support informed reading choices and are advisory rather than restrictive. Reading interests, maturity and readiness vary between individuals.

If a student finds a book upsetting, confusing or unsuitable, they are encouraged to stop reading it and return it to the library. Alternative recommendations will always be available.

Parents and carers are encouraged to take an active interest in their child's reading and are welcome to contact the librarian for guidance on suitable titles.

While students in Years 7 and 8 may borrow YA titles, parents/carers may request that their child does not borrow books categorised as YA. Such requests should be made in writing to the school.

A small number of resources are classified as **16+/Staff Only**. Where a student wishes to borrow one of these titles, parental permission will be obtained before the book is issued.

Intellectual Freedom and Resource Challenges

The library supports students' right to access a broad range of reading materials and viewpoints. The presence of a book within the collection does not imply endorsement by the school of every opinion, action or belief represented within it.

Concerns about library resources should be submitted using a **Library Stock Challenge Form**. Challenges will be considered by the librarian in consultation with senior leaders and with reference to professional guidance from CILIP and the School Library Association.

Following review, one of the following actions may be taken:

- The item remains unchanged.
- Additional guidance is added to the catalogue or within the book.
- The item is reclassified or relocated.
- The item is removed from the collection.

The individual raising the concern will be notified of the outcome in writing. Once a decision has been reached, the item will not normally be reconsidered for a period of two years.

Disposal

Library stock is routinely reviewed for relevance, accuracy, condition and appeal to ensure that students do not read outdated and misleading information as well as creating space for new books in line with agreed stock management guidelines.

Some books may be kept beyond the agreed shelf life if the book has historical importance and/or there is a continued demand for lending that would not result in the spreading of outdated misinformation.

Ethical implications are considered when disposing of books. In the first instance, for books that do not contain outdated information, books will be offered to students for free. Books that are left will be taken to charity shops or recycling facilities.

Overdue, lost or damaged items

The school library's priority is to provide students and staff with quality resources.

Library users are expected to comply with the prescribed lending arrangements, including care and return of resources.

Loan durations

No books will be loaned to year 11 when there are fewer than 4 weeks remaining before they leave school (unless agreed with the librarian on a case-by-case basis).

Resources are loaned for 4 weeks from the date issued. This will be automatically extended if the return date would fall within a school holiday.

If a library user wishes to keep a resource for longer than 4 weeks, they can ask the school librarian to renew their book for another 4 weeks. On the first occasion, users do not need to provide the book. If library users wish to renew their loan beyond this, they will need to bring the book with them for the librarian to view.

Renewals will not be possible if the book has been reserved by another library user but students can renew their books as many times as they'd like when another student has not placed a reserve on it.

Lost or damaged books

There will be no charge for overdue resources, however lost or damaged resources must be replaced by a book of a similar nature or a fee of £4 per item will be added to parent pay for lost or damaged resources. Replacement books must be in good condition but can be second hand. Students, parents and guardians may source replacement books from charity shops, their own collections, or second-hand selling platforms such as eBay/Amazon/Vinted. The books must be suitable for students between the ages of 11-16.

Overdue book reminders procedure

The library will provide reminders and notifications about overdue loans, both to students and to parents/guardians/carers.

After all reminders and notifications have been sent, items not returned 50 days after the book should have been returned will be deemed lost. Ten days will be allowed for a replacement to be provided to the school library. After this time, £4 will be added to parent pay.

The library may decline to issue resources if a student has an outstanding overdue item, or a record of repeatedly misusing library materials.

1st renew without book.

Future renewals – book must be present.

1 day over due date - librarian/student librarian/student receptionist will deliver a reminder slip to student with details of the book(s)

7 days over - librarian/student librarian/student receptionist will deliver 2nd reminder slip to student with details of the book(s)

14 days over - Reminder 1 via the Shuttleworth app to parent/guardian/carer

21 days over - Reminder 2 via the Shuttleworth app to parent/guardian/carer

28 days over - Reminder 3 via the Shuttleworth app to parent/guardian/carer

35 days over - Text home with details of the book(s)

42 days over - Phone call home with explanation of book replacement procedure

50 days over - Lost/damaged beyond use/no return a week after call home: book(s) now classified as lost. Student informed that a charge will be added to parent pay if no acceptable replacement is provided within 10 days (see notes above on acceptable replacement).

60 days over - Failure to do return the book or provide an acceptable replacement - £4 fee added to parent pay.

Library Stock Challenge Form

Date

_____

Your name

_____

Email address

_____

Contact number

_____

Book title

_____

Book author

_____

What is the reason for your challenge to this book? Please make sure you:

- Give direct examples from the book such as quotes or descriptions of images
- Include page numbers for all examples given
- Use extra paper if necessary