

# Belfast Model School for Girls

*Achievement for All*



## Learning Resource and Information Centre Policy

Agreed by Board of Governors: Jan 2007

To be reviewed: Jan 2010

### Rationale

The Learning Resource and Information Centre is a learning base and recreational facility for all members of the school community. Through the use of Learning Resource and Information Centre facilities information is accessed and transmitted, understanding and study skills are developed and literacy, including reading for pleasure, is promoted. The effective use of the school Learning Resource and Information Centre places literacy and the promotion of reading for pleasure at the centre of its rationale, supporting the school's mission statements, "Achievement for All".

### Purposes

The purposes of the effective use of the Learning Resource and Information Centre are to build and develop information retrieval skills, study skills and time management skills. The use of the Learning Resource and Information Centre at recreational times also encourages social interaction and interpersonal communication. The Learning Resource and Information Centre and its annex are a natural home for Sixth Form Study. It provides appropriate resources for a range of post-16 courses and promotes an atmosphere conducive to independent study.

The Learning Resource and Information Centre:

- Enables and encourages all members of the school community to conduct research using a range of media
- Provides resources including books, CD ROMs, DVDs and the Internet for all users
- Empowers pupils to take responsibility for their own learning and encourages them to be lifelong learners.
- Creates a positive ethos for learning within an atmosphere of mutual respect
- Provides a pleasant, calm and disciplined environment for study and quiet reading.
- Generates self-confidence and self-esteem in pupils and encourages pride in individual and group achievements.
- Celebrates pupils' achievements through displays of their work
- Encourages pupils to read more broadly and diversely through thematic displays and maintaining an up to date and relevant stock of book and non-book resources

### Guidelines

The development of the Learning Resource and Information Centre is guided by the school's aims and mission statement and financial, personnel and other resources are allocated annually in accordance with the Strategic Development Plan. Decision-making rests with the Teacher Librarian in consultation with the Principal and the Schools' Learning Resource and Information Centre Service.

- The Learning Resource and Information Centre sustains an atmosphere that is warm, welcoming and comfortable and all interactions are carried on in an atmosphere of mutual respect.
- The Learning Resource and Information Centre staff actively encourages and welcomes the display of pupils' work in the Learning Resource and Information Centre.
- Regular displays publicise new resources and thematic topics to encourage greater use of the Learning Resource and Information Centre

- All users are required to adhere to the Guidelines for the Use of the Learning Resource and Information Centre (attached).
- The Teacher Librarian oversees and co-ordinates the work of the Learning Resource and Information Centre Assistant and is responsible for providing opportunities for her professional development.
- Following consultation with other staff, and pupils as appropriate, the Teacher Librarian is responsible for the purchase of new stock (finances allowing) and the withdrawal of obsolete stock.
- The Teacher Librarian liases with the Schools Learning Resource and Information Centre Service in formulating Learning Resource and Information Centre policy
- The Learning Resource and Information Centre Assistant is assisted by Learning Resource and Information Centre Monitors who are selected from the senior school and make a valuable contribution to the work of the Learning Resource and Information Centre.

***These policy Guidelines are translated into action by other policies and procedures, such as:***

*Curriculum Policy*

*Literacy Policy*

*Behaviour Management Policy*

*Pastoral Care Policy*