

LIBRARY POLICY

1 INTRODUCTION

École Jeannine Manuel UK (“the School”) is consubstantially a French school and a bilingual (French | English) international school. As a French school, it follows the French Ministry of Education’s national curriculum for “*Sections internationales*.” As an international school, it is a UNESCO “associated” school, accredited by the Council of British International Schools (COBIS).

The School’s mission statement is: **To promote international understanding through the bilingual education of a multicultural community of students, and to foster pedagogical innovation by exploring best practices in an ever-changing global environment.**

The School is an IB World School. IB World Schools share a common philosophy – a commitment to high-quality, challenging, international education – that we believe is important for our pupils.

This policy relates to all library facilities and services provided by the School. Throughout this policy, “Library” shall refer to the physical space, resource collection, librarian and library staff, whether dedicated or part-time. All employees, volunteers, and any other users of the library are expected to adhere to the policy.

2 LIBRARY MISSION STATEMENT

The Library aims to be the learning hub of a pupil’s educational and developmental space, an engaging logo-system blending resources, promoting collaborative learning and helping teachers become the cognitive engineers of their pupils’ learning experience.

The mission of the Library is to position itself as the physical and spiritual keystone of inquiry-based learning, nurturing and strengthening our students’ ability to actively seek out truth and knowledge through questioning, critical thinking and analysis. It serves as an extension to the classroom where students can contemplate and reflect on their learning; explore and extend their knowledge and interests through reading for pleasure; and embrace and actively demonstrate the attributes of an IB learner.

3 POLICY STATEMENT

The Library is committed to upholding the School’s “Student First” policy and making a positive contribution to the promotion of international understanding through a bilingual education, pedagogical innovation and the pro-active exploration of best practice in education.

The Library aims to provide open access to information and reading resources in multiple formats to support all aspects of the curriculum, as well as the linguistic, cultural and societal needs of the School community.

The Library facilities are designed to provide a flexible learning environment that serves as a non-discriminatory and engaging space where students can:

- carry out independent study or work on collaborative projects;
- use and strengthen their research and critical thinking skills;
- explore and evaluate the ideas and work of others through the Library resources;
- reflect on their own learning;
- read for pleasure and relaxation.

The Librarian undertakes to:

- demonstrate and encourage best practice in research and study skills processes;
- design and implement scaffolds that develop and strengthen students' study skills;
- demonstrate best practice and commitment to the School's academic honesty policy, through copyright awareness and acknowledgement of intellectual property;
- share tools and knowledge products for students and teachers, through digital literacy, writing skills, curation and collection development;
- offer affective support for students in their research and student project management;
- identify and encourage students' use of the ATL skillset;
- engage in the co-planning and development of teaching units;
- support the continued literacy development of students through resource selection and promotion that is inclusive of all reading abilities.

4 LIBRARY OBJECTIVES

The School's vision is for the library to become a central hub of the whole-school community, and the keystone of the Upper School learning programmes. Through the incorporation of traditional and digital resources, information literacy instruction, and new and emerging communication and information technologies, the Library will function as an information and learning hub that supports the School's educational philosophy and prepares students to study and work effectively in the 21st century.

5 LIBRARY RESOURCES

5.1. Use of Library Resources

All printed and online resources managed by the Library remain the property of the School and not of particular individuals, teams or departments. All Library users are expected to ensure that the Library's resources are used:

- legally (see also 7.4 Legal Compliance);
- respectfully;
- without undermining the School;
- effectively;
- in a spirit of co-operation, trust and consideration for others.

5.2. Collection Development

Resources must be available in a range of media (print and digital) and formats; for example, academic papers, textbooks, periodicals, current affairs forums, podcasts and documentaries.

5.3. Accessibility

Resources must be available in alternative accessibility-friendly formats so as to accommodate specific learning and disability needs.

5.4. Language Profile

The Library collection must reflect the diverse language profiles of the school's community, by sourcing materials that support its mother tongues and community languages.

5.5. Collection Criteria

Potential resources will be evaluated by the Library according to these criteria, and must be:

- Valid, current, have integrity, and be appropriate to the curriculum and/or student and staff reading interests;
- Hold educational significance;
- Contribute to the interests and wellbeing of students;
- Present fair and unbiased information;
- Available in a relevant format (mp3, pdf, epub, mp4, print, online);
- Demonstrate high artistic quality, academic authority, and/or literary style.

5.6. Classification of Resources

All Library resources will be recorded on the library management system (LMS) and catalogued according to MARC21 standards; each resource will be cross-referenced to the relevant curriculum subject(s), IB principles, student grade, and/or themed resource list for ease of access.

5.6.1. Classification of Non-fiction/Reference Resources

The Library's non-fiction resources are recorded under the Library of Congress classification. This is the standard system used in academic libraries worldwide and so will enable students to become familiar with subject-specific indicators that they will encounter in higher education.

5.6.2. Classification of Fiction Resources

The Library's fiction resources are classified and identified by the first three letters of the author's surname, suffixed by one of these genre terms:

- [ADV] Action adventure - quests, thrillers
- [FAM] Family and friends - school life, teen life, chicklit
- [FFF] Facts for fun - puzzle and quiz books, list compilations,
- [REA] Real-life issues - Growing up, persecution, mislit [CHI] Chillers - mystery, ghost, horror
- [FAN] Fantasy adventure - magical, fantasy worlds
- [REL] Relationships - adult crossover
- [T+S] Time and Space - science fiction, historical, dystopian
- [LS] Life Stories - biography, memoir, profiles.

5.7. Borrowing Resources

With the exception of resources identified as [Reference only], Library users may borrow resources for a period of 14 days; if no other users are waiting to borrow the resource, the loan

may be renewed twice for additional 7-day periods. All loans must be recorded on the LMS, either by the Librarian or by the self-borrowing option on the Library catalogue.

Where resources are not returned by the due date shown on the resource, users will be assigned a reduced loan entitlement for other resources until the loaned item has been returned.

6 LIBRARY FACILITIES

The Library facilities are identified as the designated library-learning space at 52 Russell Square, the DEAR and 3R rooms at 43-45 Bedford Square; the Library catalogue, website and OPAC available online to all users; and the services of the Librarian.

6.1. Using the Library-Learning Space

The Library facilities are available for use by student and staff throughout the school day, and for extra-curricular study.

6.2. Using the Library Online

Users are able to search the Library's resource collections via the Library catalogue, known as the OPAC, and through the pages of the Library website where curated lists of print and digital resources are managed for ease of reference. Contact details are provided across the website enabling users to request new resources, information searches and research guidance from the Librarian.

6.3. Using the Services of the Librarian

The Librarian is available throughout the school day to support students and staff in their research, information and reading needs. Enquiries can be made in person, via email (library@jmanuel.uk.net) or via the contact points on the Library catalogue and website.

6.3.1. Library Inductions

Induction sessions on the Library's services; academic honesty and referencing; and research skills are delivered by the Librarian on request, either in the Library or the classroom.

6.3.2. One-2-One Sessions

The Librarian provides customised one-2-one sessions for students to discuss their research needs for specific projects and to signpost relevant search tools and resources.

6.3.3. Classroom Support

The Librarian is available to support the delivery of subject-specific lessons in collaboration with teaching staff, by sourcing relevant resources and assisting students in developing and strengthening their information and technology literacy skills.

6.3.4. Curriculum Content Curation

The Librarian is available to consult with staff on identifying resources, academic research, study tools and strategies for the delivery of curriculum modules, aspects of the IB framework, such as ATL skills).

7 LIBRARY MEMBERSHIP

All students and staff automatically become members of the Library on joining the school community, and are able to use the facilities and resources for their independent study and reading needs.

7.1. Library Expectations

All Library members are expected to use the facility and resources in compliance with the School's Behaviour and ICT Policies.

7.2. Borrowing Resources

Subject to demand, up to three resources may be borrowed for 14-day loans; up to two renewals of 7-day periods are available if no other users are waiting to use the resource.

7.3. Security

All Library members are expected to be responsible for the security of their personal accounts and system passwords, and must never use another member's log-in or identity to access resources.

7.4. Legal Compliance

All Library members are expected to demonstrate academic honesty, in accordance with the IB Learner Profile, and to respect the intellectual property rights of others. Where permission is given to reuse an original work, including images, artwork, texts and ideas, members should always acknowledge the creator through in-text citation and referencing using the MLA-8 reference system.

Remember that copyright restrictions apply to:

- Copies made from digital and print books, magazines, journals and certain websites;
- Copies displayed on digital whiteboards, VLEs and presentation software programs;
- Copies of publications from the UK plus 38 international territories.

Under the School's CLA licence, you are allowed to make a copy of up to one article, one chapter, one short story or poem or 5% of the total, whichever is greater. If you are unsure about what you should or should not copy, contact the Librarian for advice.

8 POLICY REVIEW

This policy was revised in September 2019; it has been reviewed by the DP Coordinator and the Chairman of the Board of Governors in September 2019 and will be reviewed periodically, at least every three years, by the Board of Governors and the Head of School after consultation with the School's senior leadership team, teachers, parents and pupils.