



Northgate High School

Library Policy

1. Mission Statement

Northgate High School Library is a welcoming, positive, and dynamic space where students are encouraged and empowered in their reading and learning. We aim to serve students and staff at Northgate High School with fiction and non-fiction for reading for pleasure, as well as materials for wider reading, curriculum support, skills-building, and professional and personal development.

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

2. Selection Criteria

Northgate High School librarians have sole responsibility for the selection of materials for inclusion in the Library. Recommendations and requests are welcome from teachers and other school staff, students, and parents/carers; 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 11 and staff members. 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, as well as provide 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. The school library promotes the inclusion of diverse materials reflecting and acknowledging the diverse world we live in whilst challenging stereotypes.

In selecting materials for inclusion, the librarians will judge 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:

- Given to school staff for classroom use
- Given to students for individual use
- Given to school staff for individual use
- Donated to charity
- Recycled or otherwise disposed of

4. Acquisitions and Donations

Materials are purchased in line with Finance Policy and with the best price sought from multiple distributors/suppliers. If appropriate, timeliness/availability of stock may take priority over cost.

The Library welcomes donations with thanks. Please note that we cannot guarantee that donated books will be added to Library stock. If deemed inappropriate for the Library, materials will be given away or disposed of as in the process for deselected library stock.

5. Fiction and Non-Fiction

Northgate 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. Northgate 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 legislation¹ and IFLA² and CILIP³ ethical frameworks.

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 parental permission for students to borrow written materials that may be considered mature or contentious, however YA fiction will only be loaned to Y7 and Y8 subject to a completed parental consent form. This includes fiction and non-fiction.

Northgate School always 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.

6. Complaints and Stock Reconsideration

We request that all complaints about library materials be directed to the Head Librarian in the first instance.

In the rare instance that informal conversation does not resolve the issue, a formal written stock reconsideration request should be submitted to the School Library.

¹ *Human Rights Act 1998: Elizabeth II. Chapter 42.* (1998). London: The Stationery Office.

² 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 27 March 2023).

³ CILIP. (2018) *Ethical Framework*. Available from: <https://www.cilip.org.uk/page/ethics> (Accessed 27 March 2023).

During reconsideration, the item will be assessed by the Headteacher, the SLT link for the Library, and the librarian(s). The item will be assessed against the selection criteria and the reasons given 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 Main Fiction section to the Teen and Adult Fiction section) and/or an age guidance label will be added to the item.
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 four years.

6. Privacy Policy

Concurrent with IFLA^{4,5}, CILIP⁶ ethical standards, we do not disclose student borrowing records or item requests 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 two months overdue and other avenues of requisition have been exhausted
- The parent(s)/guardian(s) have made a Subject Access Request as permitted by GDPR. Please note that students over the age of 12 must give their consent before their data can be disclosed.

⁴ IFLA. (2015) *IFLA statement on privacy in the library environment*. Available at: <https://www.ifla.org/wp-content/uploads/2019/05/assets/hq/news/documents/ifla-statement-on-privacy-in-the-library-environment.pdf> (Accessed 27 March 2023).

⁵ 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 27 March 2023).

⁶ CILIP. (n.d.) *Protecting the individual's right to privacy*. Available at: <https://www.cilip.org.uk/page/ProtectingTheIndividualPrivacy> (Accessed 27 March 2023).