

Policy Making & Development Planning for the Secondary School LRC



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Help!

In the beginning....

“I have to draw up a library policy document for the handbook. I would welcome suggestions from other librarians who have drawn up their own library policy and any examples which they would share. Thanks in advance”

Who needs an LRC policy
document ?

~ Every school !

“Perhaps the most important step a school can take to improve the library is the fundamental one of formulating a policy.....

Trevor Dickinson HMI Better Libraries 1989

My understanding What is a policy ?

Dictionary definition ~

" a course or principle of action adopted or proposed by a government, party, business or individual"

i.e. your actions /practices and the reasons/thinking behind why you do them in your particular way.

Why have an LRC policy document ?

- ✓ To clarify the role of the LRC within the school. The central educational role of the LRC must be clearly understood by all to ensure a full and effective use of the resources
- ✓ To provide a means of evaluating the service and a reasoned basis for development
- ✓ It will provide a firm statement of what the LRC should be (is) doing (Coventry SLS)

It will provide clarification !

- I have been trying to get hold of information about teaching topics from departments - my line manager was surprised and asked me what I needed it for !
- I want to attend HoD meetings - several staff don't think I should attend !

Who has some LRC policies ?

Everyone ! -

- it's just that lots of them don't happen to be written down and widely shared - they are either practices known chiefly by library staff or are generally understood and accepted by most of the adults and students in the school because they've worked them out by being around and realising what happens !

Some unwritten policies !

Don't send students to the LRC at 2.15pm on Tuesdays I'm having my lunch !

I never give any budget to the Maths Dept as they never come near the place & he didn't use the books last time I bought some !

I banned Shane for the rest of the week as he swore at me !

I'm allowed one INSET course per term

Policies must be publicised !

- Both orally and in writing !

In written form they can then be put in

Handbooks

Leaflets

Notices

Webpages etc

When written down they are evidence !

What does an LRC policy document look like ?



What do you think ?

Quotes from two harassed librarians...

“A library policy is not enough. No-one reads it or takes any notice of it if they do”

“I will get writing soon; shame I don't have any time to consult with other staff before I have to get it written. Oh well it will have to do in the meantime”

quotes from the sln

How much detail is it useful to include in a policy ?

- How long is a piece of string ?!

It can be as long and detailed as suits you

I disagree with this statement!~

Remember the policy document should not be too long - this usually means no more than two sides of A4 ~ too arbitrary & limiting !

My definition!

An LRC policy is...

A commonly agreed understanding/
explanation of the main services &
practices offered by the LRC to all
its users across the school

(a defining of what is now, not
what might be in the future -
it's a reference document)

Forthcoming
new edition

SLA GUIDELINE

Paperwork Made Easy

Policy making
and development planning
in the secondary school library

LYNN WINKWORTH
GEOFF DUBBER

(working version 12/07)

Editor
Geoff Dubber

see also...

A Guide to Whole School Evaluation in Post- Primary Schools

Feb. 2006

Reference:

www.education.ie/servlet/blobServlet/insp_wse_pprimary_guide.pdf

Download a copy for yourself

Activity Making links

With which other school policy documents can your own LRC policy make supportive & useful links ?

i.e. from which you can ~

quote extracts

follow same procedures/wording

An LRC Policy should.....

support the school's overall aims &

Link to/support/reflect other school policies and practices - at least the following

- ✓ Health & Safety
- ✓ Child Protection
- ✓ Inclusion/Special Needs/Gifted & Talented
- ✓ ICT
- ✓ Behaviour
- ✓ Finance & financial management
- ✓ Staff development

Getting going....

- ✓ Do a draft document first and then talk with
colleagues in school to see if they agree with your perceptions of what the LRC is and does - then do a Draft 2 etc.....
- ✓ One document or many ?- new headings on clean sheets and put together as the LRC policy folder... many as one....

Step 1

Think about/define the aims of the LRC

(This can be presented as a list or as a mission statement)

Remember to link with sch. mission statement/aims)

Why does the school have an LRC and what is its role in supporting the life and activities of the school?

Activity

Step 2

Consider your services

- Make a list of all essential services that the LRC offers to its users - these headings will then provide the structure for your policy
- *(when actually putting a policy together how about starting each key area on a clean page ?)*

Different policies, different headings !

School A

Purpose of LRC
Staffing
Accommodation
Resources
Use of resources
Acquisition of materials
Access
Quality and standards

School B

- Purpose of document
- Role and aims
- Role of LRC manager
- Selection and maintenance of resources
- Accommodation
- Equal Opps.
- Skills for learning
- LRC monitors et al.

Many policies, many headings

School C

- Mission statement..the LRC exists to
- Aims - range of resources
- Loans
- Pupils as independent learners
- Welcome environment
- Reading for pleasure
- Behaviour.....

School D

- Aims
- Role of the LRC within the school
- Accommodation
- Resources
- Access
- Services
- Stock Selection

Possible headings..after the LRC

Aims are met by.... then....

- Staffing
 - Accommodation/
environment
 - Access
 - Resources: Books &
ICT etc - range
 - suitability
 - selection
- Loan/booking procedures
- LRC strategies &
practices for supporting
learning - induction
 - liaison with depts/
curriculum/ILS/
National Strategy
developments.
 - reading promotions
 - use of facilities

More headings

- Inclusion/ equal opps.
To include
Strategies for working with
 - Special Needs/
Learning Support
 - Gifted and Talented
 - OHSS/Reading Club
 - 6th Form
- Work with LRC helpers
- Health and Safety
- Child Protection
- The LRC positive behaviour messages and strategies
- Display and Publicity

Even more headings !

- LRC strategies for supporting teaching
 - induction of staff
 - attendance at meetings & other formal and informal contacts

Work with the prof.
development collection
in LRC ? staffroom ?

- Other services to students and staff - careers enquiries/photocopying etc.
- Budgeting and financial management
- Links to outside organisations - SLS, local library/network, SLA

Yet more !

- Copyright and plagiarism
- LRC Staff -
 - line management
 - daily management
 - and systems
 - professional dev.
 - appraisal
- Monitoring and (self) evaluation
- An outline of the policy consultation process - to give it validity
- Date it

Step 3

Produce draft copy...

- Write down your existing policies and practices/strategies as clearly as possible as you understand and operate them under your own defined headings



Step 4 Consult



- This is where you should expect discussion, questioning and perhaps misunderstanding and clarification!

Pass your policy document (or relevant sections) around to those who are affected by it and whose comments you value - i.e. a cross section of all users

If you can have some meetings so much the better.

Step 5

Produce your policy

Amend all text as honestly and carefully as possible in the light of those discussions - there is no point in fancy words if nobody agrees to them !

Put down only what is agreed

A policy is commonly accepted beliefs and agreed actions/procedures
At the end of the policy document outline your consultation process



Congratulations you now have a whole school LRC policy ! -

Step 6 Promote and publicise

- Now circulate it ~ hard copy to governors, SMT, all teaching and support staff & have it available for parents
- Copy on LRC web pages
- Copy for reference in LRC
- Sometimes use statements as part of your displays
- Show to users who need to be reminded
- Remind yourself and your helpers



Step 7 - operate it effectively

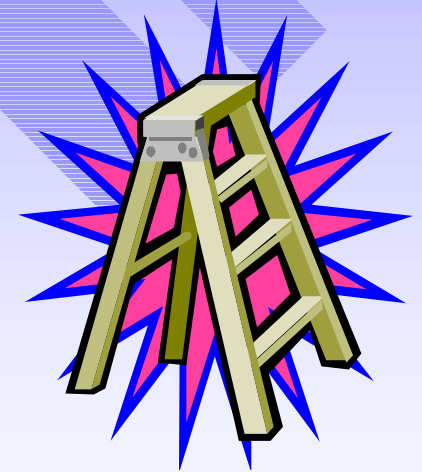
- Use it to inform your LRC development plan
- Refer to it when measuring LRC success and performance
- Refer to it when writing your annual report
- Show it to OFSTED
- Send a copy to your SLS
- **Show its relevance by your everyday actions !**

Step 8 - revise it/update it to maintain its credibility

- There is nothing worse than an out of date policy which is discredited !
- Write over your own copy as circumstances change - be aware that what you have agreed & defined isn't constant.
- Issue statements to change policies as needed & insert these into your copy
- Every two years do a proper revision.

Steps to policy making

- 1 Define Aims
- 2 Consider services
- 3 Write! - define what you do & how you do it under your headings
- 4 Consult/revise
- 5 Produce neat copy
- 6 Promote
- 7 Operate
- 8 Amend/revise

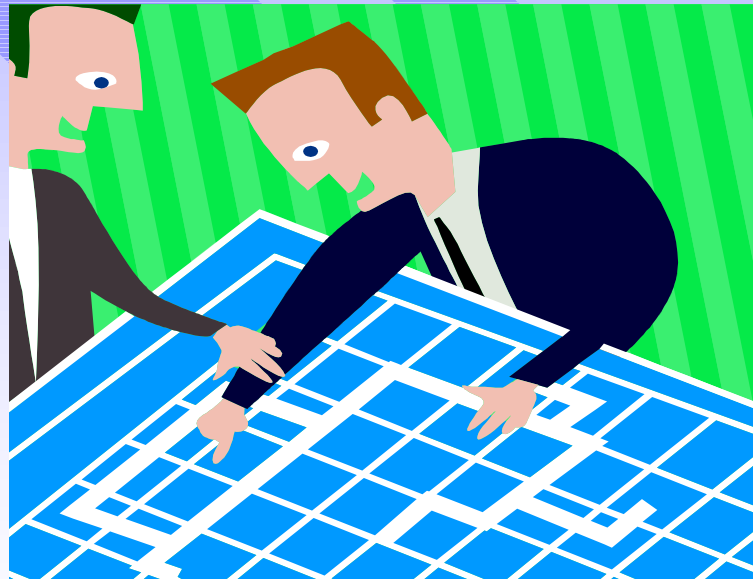


Just in case you're still desperate or confused you can always use the 30 Library policies promoted by SSER - CD ROM for £70.50p
Printed versions, slightly cheaper.

Or see the structure provided by Northamptonshire SLS on their website

LRC Development Planning

-essential for all !



The Development Plan links to...

-the LRC policy



-the school's LRC vision



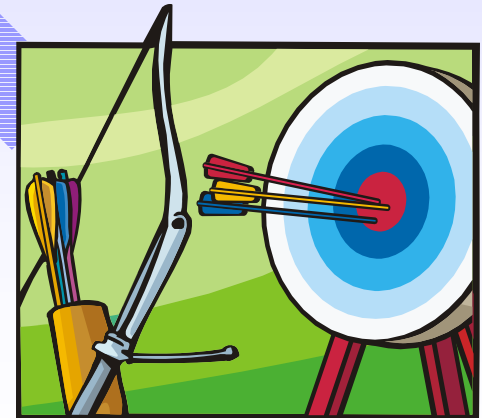
-the self evaluation
findings



Development planning also closely links to your own staff appraisal discussions



Clearly some of your professional targets for the coming year will also be those for the LRC !



Help!

Have received a couple of LRC dev. plans after my plea of last week, if anyone else could help me out I would be eternally grateful. As trying to write it in isolation without support and input from anyone within my school is v. difficult.....

Message on sIn last year

The LRC Development Plan

Consider

- What is a development plan ?
- Why does the LRC need one ?
- For how long should it plan ?
- How is it best set out ?
- What should it include ?
- How do I get started ?
- How does it link to self-evaluation ?

My definition!



What is a development plan ?

A coordinated schedule of clearly defined/ agreed (& costed) tasks that the LRC will undertake within a defined time limit ~

- Short term - within one year
- Longer term - within three years.

Why does every LRC need one ?

- To implement the vision the school has for it
- To clearly show the stages by which it will become even more effective at supporting teaching and learning
- It can include whatever the school & you thinks the LRC needs - policy changes, curriculum initiatives, capital spending etc.

The basic question for any development plan is..

How do we want the LRC to be more effective at supporting teaching and learning in

- One year's time ?
- Three year's time ?

What did your self-evaluation tell you ?

Activity

Development Plan layout



Look through the range of development plans and select the one you like best - make a note of the headings used...

Be prepared to report back and explain your choice.....

D.P. Step 1: - getting started

Consider the future!

- Look carefully at your school's most recent dev. plan.
 - note references to the LRC
 - consider other school initiatives that will affect /might affect the LRC
- Consider your self-evaluation information & policy shortcomings
 - teaching/learning support
 - environment improvements



D.P.Step 2: Put together ideas ...

- Pool ideas with your line manager
- Discuss ideas with other interested users - including students - find out what they want from your services
- If helpful prioritise ideas under two heading
of PRACTICE AND PROVISION

D.P.Step 3: Consider format and school requirements

- Consider the format to use

Your own format or the one dictated by the school.... Use a table if poss.

Do you have to work within the school framework of key tasks/objectives etc from the school's agenda or can you use your own ?

D.P. Step 4: Produce a draft plan

- Itemise developments clearly for 1 & 3 years - use Practice and Provision headings if useful to you...
- Where sensible - outline £ costs & training needs
- Indicate people responsible for actions

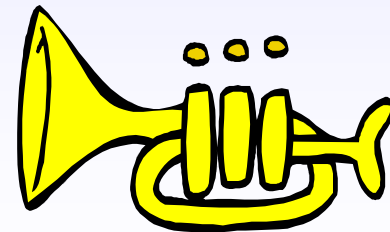
D.P.Step 5:

Produce the final Plan

- Discuss your draft plan with your line manager & SMT & perhaps the Governor from your LRC committee or with an LRC brief.
- Produce final copy and submit it within the school's time frame
- Publicise your plans with confidence

D.P. Step 6: Work your plan !

- Take your agreed yearly targets and break them into termly targets
- Write each term's targets on a piece of flipchart paper and display them
- Tick them off as you achieve them & congratulate yourself & your team !
- Any failures - add to the following term's targets
- Publicise all successes !



The D.P. 6 Steps to success !

- Consider the future
- Discuss ideas, future plans and prioritise
- Consider format and school requirements
- Produce a draft plan
- Consult, produce & submit final copy
- Work your plan, congratulate yourself and your helpers & publicise all successes !

Good luck and keep going -
you're doing a brilliant job!



A big thank you to everyone & do keep in touch