



Beaufort College Library Policy

Introduction

This policy document outlines the role of the JCSP library and the Librarian in relation to the school community. It accompanies the Library Development Plan for the period 2023-24; both documents are updated annually. The library policy applies to all students, teachers, staff, and school leaders.

School context and policy relationship to the school mission statement

Beaufort College is a coeducational second-level school under the trusteeship of the Louth Meath Education and Training Board (LMETB). The school has DEIS status and is committed to delivering equal opportunity for our students. The characteristic spirit of the school as stated in our mission statement *seeks to enrich students' lives and empower them for life's challenges*. This library policy reflects the school ethos of **quality education**. It also reflects the LMETB core values of excellence in education, equality, care, respect, and community.

Background to the JCSP Demonstration Library Project

In October 2001, the Minister for Education and Science initiated the JCSP Demonstration Library Project as part of the Early Literacy Initiative. Commencing in the summer of 2002, the project established high-quality school libraries in 11 JCSP schools nationwide, each staffed by a dedicated professional librarian. Librarians underwent extensive training provided by the JCSP Support Service, focusing on literacy and language development. Under the DEIS Action Plan, the project expanded, with an additional 20 schools joining since 2007, totaling 30 participating schools.

Beaufort College established a library in 2008 to emphasise reading within the school community. The library serves over 200 students and staff daily.

The JCSP School Librarian

The librarian collaborates within the network of librarians involved in the JCSP Demonstration Library Project. Each library hosts classes, events, and activities designed to cultivate reading and writing skills, foster reading habits, and hone the information skills necessary for societal engagement. As part of the DEIS Core Team, the librarian in collaboration with teachers develops and implements library strategies aimed at addressing the literacy/numeracy challenges encountered by JCSP students. These initiatives adopt a cross-curricular methodology in their planning and delivery.

JCSP Demonstration Library Project Charter

In the JCSP Demonstration Library Project we believe that every student has the right:

- To have access to a library, a well-organised and comfortable space for reading.
- To have time for reading and be inspired by good books.
- To read beautiful books and be read to.
- To feel lots of emotions when reading.
- To be engaged in the process of selecting their reading material.
- To develop and be respected for their reader identity.
- To be taught by those who have a knowledge and love of books.
- To hear stories without interruption or analysis.
- To experience the joy of reading both fiction and non-fiction for pleasure.
- To read books electronically
- To borrow books to read at home.
- To access varied resources to support their learning.
- To develop their information and research skills
- To have access to a range of current, relevant, and meaningful reading materials suited to their abilities and interests.
- To become great storytellers
- To talk about books and learn through reading.
- To meet authors, poets, and storytellers
- To have access to a range of arts and cultural experiences

JCSP Librarian Commitment to Students

- I will create a friendly, warm, and welcoming library.
- I will smile and say hello and say goodbye.
- I will be on time.
- If I make a mistake, I will apologise.
- I will always do my best for you.
- I will help you learn and achieve your potential.
- If I draw attention to unacceptable behaviour, it doesn't mean that I don't like you.
- If you are finding things difficult, I will listen and respect what you have to say.
- I will be clear and consistent about what I expect from you.
- I will treat you with respect and the best manners because that is what you deserve.
- I will make library classes interesting and enjoyable.
- I will guide and encourage you to become a confident reader.

The JCSP Library Project Guarantee

For schools, we commit to...

- Setting up and maintaining a warm, welcoming, and attractive library space in each of our schools.
- Ensuring that all our libraries contain a wide range of current resources relevant to the social, cultural, emotional, and educational needs of our students.
- Providing a comprehensive range of materials to support teaching and teacher professional development in each of our schools.
- Ensuring that each JCSP library is staffed by a full-time, professional librarian.

- Participating annually in the national JCSP Make-a-Book initiative.

For students, we commit to...

- Facilitating time-tabled library classes for all JCSP and first students in our schools.
- Providing daily out-of-school hours access to our libraries.
- Ensuring that every JCSP student will meet at least one author.
- Facilitating at least one cultural or artistic experience for every JCSP student
- Ensuring that every JCSP student will participate in a minimum of three JCSP literacy initiatives.
- Teaching information literacy skills to all JCSP students.
- Supporting family literacy/numeracy by providing library access to parents and family members.
- Collaborating with a range of school support services and other agencies to enhance the learning experience of our students.

Beaufort College Library

The library welcomes all students, staff, and community members to avail of the range of services provided; however, priority is given to JCSP students in scheduling activities and access, aligning with the overarching goals of the JCSP and the Demonstration Library Project.

First-year students have a weekly, timetabled library class during English or Maths (depending on the focus); classes will be accompanied by their teacher.

Second and third year JCSP students will attend a library class once a week. This will involve SLT-approved scheduling adjustments, potentially resulting in the students being withdrawn from other subjects. These library sessions may comprise JCSP students exclusively or as part of larger class groups.

Open Access

The library will be open at the following times for all school users:

- 08:25 – 08:35
- 10:48 – 11:03
- 13:10 – 13:40
- 15:40 – 16:30

Additional Classes & Special Events

1. Staff are encouraged to book non-JCSP classes (or additional JCSP classes) in the library for one-off lessons or a block.
2. Special events that disrupt the regular weekly library schedule must be booked at least one week in advance by sending an email to the librarian. This enables affected classes and teachers to be informed and offers them the opportunity to reschedule as necessary.

Code of Behaviour

Library students are expected to behave in accordance with Beaufort College's Code of Behaviour.

- The librarian will enforce all school policies including the use of mobile phones during class time and open access.
- Food and drink may **NOT** be consumed in the library at any time.

- All ICT procedures must be adhered to in the library.

Budget

The librarian oversees the budget for the JCSP library. All acquisitions are processed through LMETB's procurement process and are subject to approval from the principal. The librarian is obligated to maintain physical copies of all invoices and receipts for seven years.

Collection Management

The library project uses the library management system¹, AccessIT to manage library stock². Data required by the LMS is sourced from the school's administration software, adhering to the LMETB Data Protection Policy and Procedures.

Borrowing & Returning Items

- All library items must be checked out/out through the LMS before leaving the library.
- Library users are encouraged to take responsibility for returning items promptly.
- Users may borrow any item except for teacher resources and certain board games.
- The librarian reserves the right to seek parent/guardian consent if a concern arises in relation to the suitability of a resource.

Collection Development

Beaufort Library offers a diverse range of resources aimed at supporting various aspects of the curriculum, fostering a love for reading among students, and assisting struggling readers with specialized materials. The stock includes fiction and non-fiction books, reference materials, teacher resources, graphic novels, magazines, short reads, accelerated reader books, and board/card games. Additionally, access to the JCSP Digital Library is available. The collection is intentionally varied to cater to different interests and needs. Students and staff are encouraged to make specific requests for items they require.

ICT Equipment

The library provides desktop computers with a printer and iPads for educational purposes; students may use this equipment during open access at the librarian's discretion.



The Digital Library offers a wide range of teenage and young adult eBook and eAudiobook titles suitable for all year groups, interests, and abilities. It also includes collections to support teacher CPD and staff/parent book clubs, with over 10,500 unique titles and a total of over 45,000 items. More than 600 titles are available for simultaneous use and new titles are continuously added. Membership to the JCSP Library Project Digital Library is free for students and staff. Members can access and download books via the Sora app on a PC, laptop, or smart device. Additionally, a collection of 410 Digital Magazine titles, covering diverse subjects, with current and up to 2 years' back issues available for simultaneous use, was sourced in 2022.

¹ LMS

² Beaufort College's catalogue can be accessed here: <https://ie.accessit.online/bfr00/>



Policy for Resolution/Ratification by LMETB Board

School	Beaufort College
Policy Title	Library Policy
Date of School Board of Management Meeting	22/05/2024
Please confirm if a quorum was present at the meeting (4)	Yes
Please confirm if the completed Policy Consultation Record was presented at the meeting	Yes
Policy Proposed By	
Policy Seconded By	
Signed	 Acting Chairperson of Board of Management
Date	22/05/2024
Signed	 Principal
Date	22/05/2024