



St. Michael's College Library Policy

The Library is a resource for the entire St. Michael's College community- used by both students and staff. The Library does this by being an adaptable space, by providing items and resources, as well as providing services and activities. It is run by a qualified librarian and provides both curricular and non-curricular support.

Circulation:

- All students and staff in St. Michael's College are members of the Library.
- Students can borrow up to 3 items for 3 weeks.
- Staff can borrow up to 10 items for 4 weeks.
- This is tracked on a Library Management System (LMS) and a future update will send email reminders to borrowers to let them know when their item is (over)due.

Collection Development:

This is an overview of the guidelines and procedures involved in selecting, acquiring, processing and disposing of library stock. It is not exhaustive, however it provides a window into the curation of the collection.

1. Sourcing and procuring items for the Library generally takes place through the school's PO & invoice system. The majority of items are bought from suppliers in Ireland and the UK. Occasionally items will have to be sourced elsewhere if they are on niche subjects e.g. Leaving Certificate history project special topics

2. Criteria for selection:

The objectives of the collection are:

- To encourage life-long learning
- To provide resources for academic study
- To represent different viewpoints
- To have a range of materials available
- To foster a love of reading for pleasure (in this, there are no restrictions on what students may borrow, and as we cater to a range of age groups, we would always recommend talking to your son about what he is reading).
- To be inclusive in various ways e.g. catering to different age groups, reading abilities, assorted interests

The considerations when selecting items are:

- Popular authors and titles
- Annual publications e.g. St.Michael's College School Annual, Guinness Book of Records
- Requests & recommendations from staff, students and other school librarians
- Establishing a collection of graphic novels & comics
- Providing a range of magazines on various topics
- Books series (may be need to be replaced and continuously purchased, depending on popularity)
- Literary Award Winners
- Irish writers
- YA Fiction
- International viewpoints
- A mixture of fiction and nonfiction

3. Donations may be accepted, however the Library reserves the right to refuse a donation or dispose of donated items as

the Librarian sees fit. This can be for a number of reasons e.g. condition of item, space considerations, content etc.

4. Weeding takes place in St. Michael's College Library. Weeding is the act of systematically removing stock from a Library. It is vital for the usefulness and relevance of a collection, as well as for the utility of space in the Library. Weeding takes into consideration criteria such as the following:

- Condition of item
- Space considerations
- Strengths and weaknesses of the collection
- Frequency of use
- Duplication

To ensure the Library is as sustainable as possible, weeded books are donated or recycled, as appropriate.

Services & Activities:

The Library aims to be a convivial, welcoming and useful space for everyone in the school.

The following are some of what the Library offers the students and staff of St. Michael's-

- Lending of books, magazines etc.
- Hosting book clubs, for both Junior and Senior students
- Having board games available to students at appropriate times during the school week
- Help with various projects (e.g. Leaving Certificate projects, CBAs) in terms of both research and referencing

- Coordinating with various departments in the school e.g. reading classes with the English department, Wellbeing classes held in the Library
- It can be a space for students to take some time to decompress when they feel they need a break
- The Library hosts workshops, talks and meetings throughout the year. This could be anything from a Transition Year talk, to a Parents' Association meeting, to Student Council training, among many others
- The Library acts as an information hub- this can be academic information, as well as questions about the school, holidays, exams etc.
- The Library also offers use of Mac computers- used for projects, exams, CBAs etc.

Behaviour & Standards:

The standards and policies that apply to St. Michael's College as a whole also apply to the Library, e.g. Code of Behaviour etc.

However, certain other rules apply to the Library such as: no food or drink, no writing on Library material and other such tailored rules as necessary.

The Library is a space for all students, however if a student breaches the rules set out or behaves in a way that is not acceptable, he may be asked to leave the Library for a set amount of time.

As the Library is used by so many different students (in different years, classes and groups), there is an expectation that all students will be considerate and respectful to fellow library users at all times.