



## Library Collection Policy

Policy Approved: May 2024  
Policy to be reviewed: May 2025

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### *School Mission Statement*

*“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”*

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### **1. Policy Overview**

The purpose of St. Bede’s library collection policy is to outline the principles, criteria and procedures for selecting, acquiring, maintaining and deselecting resources. It ensures that our library collection aligns with our school’s educational goals, curriculum needs, and the diverse interests of our school community.

### **2. Mission Statement**

The mission of St. Bede's library is to foster a warm, calm, inclusive environment where all students are valued for who they are. The library promotes a love for reading. It has a wide range of resources that celebrate diversity. These allow students to walk in other people’s footsteps, helping to build empathy and respect. The library will continue to inspire, inform, empower, and educate our school community.

### **3. Collection Development Philosophy**

Through our collection, St. Bede’s library aims to promote understanding, empathy, and consideration for diverse perspectives, fostering a culture of inclusivity and mutual respect among our school community, empowering our students to explore, learn and grow.

While individual values and beliefs are respected, the library must provide a diverse range of books that cover and represent all aspects of the protected characteristics in the Equality Act.

[The Equality Act 2010](#)

[CILIP Interim Joint Position Statement](#)

### **4. Selection criteria**

- Resources are relevant to the curriculum and learning objectives of the school, supporting the educational needs of our students as well as their social development and wellbeing.
- Resources are accurate, up to date and relevant, reflecting our school’s cultural diversity and giving a varied range of perspectives and viewpoints.
- Student requests for new materials are always taken into account and titles will be researched before selecting.

### **5. Scope of and access to collection**

- The library has a wide range of resources available to all our students and will not knowingly hold any books that are felt to be discriminatory or inappropriate.

- Parents and carers should recognise that material with challenging themes or adult content will not be censored or excluded. These books will be marked as YOUNG ADULT and can be loaned to students in years 9 and above. Parental permission is required if students in year 7 or 8 wish to access these books.

## **6. Collection maintenance**

- Stock checks, regular weeding and de-selection of resources is an ongoing process to ensure our library is up to date and relevant.
- Books which are removed will be marked as 'WITHDRAWN FROM STOCK' and if in good condition will be sent to a charity.
- Any damaged books will be recycled or re-purposed.
- If a student loses or damages a book a letter will be sent home asking for a voluntary contribution so that the book can be replaced.
- Regular collaboration with Heads of Department ensure collection is up to date and relevant to the curriculum.
- Student requests are always taken into consideration
- Any good quality donations will be considered. Unsuitable books will be donated to charity.

## **7. Intellectual freedom and censorship**

St Bede's library is committed to upholding the freedom to read, to learn, to question and access information. The library will provide resources representative of the diverse cultural groups in our school community, illuminating different views on controversial issues so students can develop the practice of critical reading and thinking.

We would love to hear your views on our school library provision. You can contact us by emailing [library@stbedes.cambs.sch.uk](mailto:library@stbedes.cambs.sch.uk)

If you have any concerns over a particular resource, please state the title and author with the specific details of the concern.

The following steps will be taken:

- Concern is acknowledged
- Resource temporarily removed if concern is ongoing;
- Book read by librarian and 2 other staff members
- Staff meet to discuss concerns

Outcome will be made, either:

1. Resource removed
2. Resource placed in a more appropriate section of the library
3. Resource kept

The decision will be in place for a period of five years, once this process has been followed, so no other concerns may be raised on the same resource item.

## **8. Policy review and revision schedule:**

Annually

**Approval by:**