

OASIS ACADEMY ARENA'S LIBRARY COLLECTION MANAGEMENT POLICY



FOR THE ACADEMIC YEAR 2020-2021, LAST UPDATED 02/10/2020 - YLE

This policy sets out the principles to which Oasis Academy Arena's School Library selects, purchases, maintains, weeds, disposes of and makes accessible the collection that it holds to students and staff at Oasis Academy Arena.

This document will be reviewed by the school librarian and submitted for approval to the School Principal annually to ensure that it is in line with the mission of Oasis Academy Arena and the School Library's Strategic Plan submitted.

1. ACQUISITIONS

1.1 SELECTION

The school librarian is responsible for ensuring that materials selected support the delivery of an exceptional education at Oasis Academy Arena and inspire a culture of independence and creativity.

The following criteria are considered in the selection process:

1. Relevance – does it support the school curriculum or encourage reading for pleasure? Is it up to date, current, factually correct or the newest edition?
2. Cost – is it cost effective and the best value for money? Can it be sourced elsewhere or accessed as an interlibrary loan?
3. Audience – is the resource suitable for the reading or academic level of students at Oasis Academy Arena? Is it a popular series or book?
4. Reputation – is the publisher or author highly regarded in their subject area? Has the book won awards, been highly reviewed or have media tie-ins?
5. Current holdings – does the library have items in the same or similar subject? Can it accessed as an interlibrary loan?
6. Demand – are books on the same or similar subject frequently loaned? Has the title been requested? Does it fill a known gap in the collection?



No consideration will be based on or barred by an author's political or other opinions, race, nationality, religion or sexual orientation. Acquisition of an item does not imply that Oasis Academy Arena's school library endorses the views, statements or opinions of the author.

Where items are available for free as an interlibrary loan at our local public library, Croydon Library, these will be effectively signposted both in the physical library and on the Online Library space.

1.2 LIAISON WITH STUDENTS AND STAFF

Library users can suggest titles for selection via the 'Suggestion Post-box' in the library or by informing their school librarian via the Online Library, by email or in person.

As professionals in their fields, teaching staff are invited to suggest titles for selection to the school librarian via email at any time.

In both cases, this does not guarantee selection for purchase, as requested items must fit with the selection criteria above.

1.2 FORMAT

Material is collected in print: where there is a choice between hardback or paperback, preference will be given to paperback for fiction titles and hardback for non-fiction titles as the most cost-effective consideration (fiction being frequently circulated and non-fiction being retained for long periods of time).

1.3 LANGUAGE

English is the preferred language when acquiring materials – works published in other languages will be acquired if they are relevant to or support the curriculum, or where there is a large demand for them, bilingual texts or dual language titles by non-English speaking students.

1.4 PURCHASING

Funds for the library are allocated annually – the school librarian weighs and prioritises the immediate needs of the users and the long-term development of the collection.

Titles successfully selected for purchase are reviewed by the school principal for approval.



2. DONATIONS

Oasis Academy Arena's Library is grateful to those who have made donations to or offer unsolicited material to the library: many would not otherwise be obtained by the library and make an important contribution to the development of the collection and the supporting of our students and staff.

Potential donors should be aware that donations are not used as the primary source of new titles in the library collection, and materials are normally only added to stock if they fall within the scope of this Collection Management Policy and acquisitions criteria.

Once donated, the titles become the property of the school and the school library. The school librarian reserves the right to do as they see appropriate with donations. Items not added to stock may be returned to the donor if requested.

2.1 BOOKPLATES

Bookplates detailing the donor and the circumstances of donation may be inserted on the inside cover at the donor's approval or request.

3. MANAGEMENT AND MAINTENANCE

To ensure that the library collection continues to support the development of our students and the current curriculum at Oasis Academy Arena, weeding and removal or relegation of material is necessary.

3.1 WEEDING

The school librarian will evaluate and manage the collection on a termly basis, adding or removing items as necessary.

For the academic year 2020-2021, this will begin from the non-fiction collection, Dewey number 000-200. This decision was made as the non-fiction collection at Oasis Arena's School Library consists of primarily donated material which the school librarian recognises needs weeding and updating.

Considerations when weeding material are:

1. Relevance – does it support the school curriculum or encourage reading for pleasure? Is it up to date, current, factually correct or the newest edition?
2. Audience – is the resource suitable for the reading or academic level of students at Oasis Academy Arena? Is it a popular series or book?
3. Condition – is the material still loanable?

4. Current holdings – does the library have many items in the same or similar subject? Are they still in high demand?
5. Usage – when was the last known date of loan?
6. Interlibrary loan – where space is inefficient, can the material be loaned from the public library as a print book, e-book or audiobook instead?

3.2 MISSING OR DAMAGED MATERIALS AND REPLACEMENTS

Missing material is replaced according to the general acquisitions process as outlined above.

Parents, carers or staff may be charged or asked to replace damaged material if the damage to the material with intentional.

Accidentally damaged materials will be disposed of as per the Retention and Relegation below, and may be replaced according to the general acquisitions process as outlined above.

3.3 REMOVAL

Books to be removed from the library will be drawn up into a list, and staff liaised with to review the titles. Material may be returned to the shelves if an acceptable case for retention is made by staff. Any materials that are to be removed will be checked to ensure that they do not contain any confidential information or data.

If they are in good condition, the librarian will attempt to sell them and put any proceeds towards new acquisitions. They will otherwise be donated to our sister school in the vicinity (Oasis Academy Shirley Park and Oasis Academy Ryland's) or reused as craft material by either the library or the Art Department. Failing this, they will be recycled.

Where practicable and feasible, every effort will be made to recycle removed titles to avoid disposing of material in general waste and to be more environmentally friendly and sustainable.

Book sales or swaps with students, staff or parents will be considered when the risk to health and safety due to COVID-19 is not present.

3.4 RETENTION AND RELEGATION

In the instance that open access shelf space is restricted, multiple copies of materials or materials that are less heavily used may be retained but relegated to storage in the locked storage room in the library. These will be reviewed from time to time to assess how well they are meeting their purpose and weeded accordingly.