



CLONGOWES
CLONGOWES WOOD COLLEGE SJ

THE JAMES JOYCE LIBRARY POLICY

Mission Statement

“The mission of Clongowes Wood College is to educate its pupils according to the best traditions and highest standards of Jesuit schooling and the values of the Gospel, as expressed in The Characteristics of Jesuit Education”

The James Joyce Library is a environment which offers the diverse population, both students and staff, of Clongowes Wood College many modern resources to foster, encourage and enable self development, both of an academic and personal nature. It is a space where various points of view can be accessed and explored and a place where students get an insight into other worlds and the lives of others.

Aims

To deliver our mission and a service of excellence to staff and students the library is committed to the following aims;

- Providing a safe and attractive environment with comfortable facilities for both study and relaxed reading
- Promoting literacy and the enjoyment of reading, listening and viewing.
- Providing a collection of resources that reflects the Christian ethos of the school whilst including also resources on other world religions.
- Providing access to resources in a variety of formats.
- Encouraging independent learning and discovery.
- Developing lifelong learners
- Fostering digital literacy through the provision of an on-line catalogue, PCs, WiFi, electronic resources and databases.
- Collaborating with students and staff.
- Leadership in literacy, learning and teaching technologies.
- Maintaining an on-line presence using current technology.

Staffing

The James Joyce Library will be managed by a fulltime professional librarian with a genuine interest in the education of young people
Other members of staff will assist with evening study supervision.
Where additional staff is employed to enable extended opening at weekends or late evening they should have a genuine interest in the education of young people and be able to engage with them about reading and knowledge.

Opening Times

The Librarian will provide a service throughout the school day

Mon, Tues, Thurs and Fri as follows;

Mornings	09:00 – 12:30 (15min coffee-break at 10.45/11.00, according to school timetable)
Afternoons	13:00 – 17:00 (15min coffee-break)
Wed-Mornings	09:00 – 12:30 (15min coffee-break at 10.45/11.00, according to school timetable)
Evening	18:00 – 21:00

Following an 'out weekend' the Librarian will work the Sat 10:00 – 17:00 with similar breaks as above.

Access

School day – Class-time

Rhetoric students may come independently to the library if they do not have a class during the school day. Rhetoric students accessing the library at this time must sign in at the Librarian's desk.

All other students have school day access when accompanied by their teacher or study supervisor.

Teachers are requested to book class use of the library in advance of their timetabled class time.

At times it is possible for more than one class to use the library during the same period.

School day – Lunchtime

All students can independently access the library at lunchtime from 1pm.

After school

All students can independently access the library after school up to 5pm.

Evening Study 6-8pm

Rhetoric and Poetry students who have access permission from their prefect may use the library for study purposes. Rhetoric and Poetry students accessing the library at this time must sign in at the Librarian's desk

Evening 8pm – 9pm

All students can independently access the library on evenings that this service operates, currently Wed.

Weekends

Presently there is no formal provision for weekend access either supervised or unsupervised. The Saturday following 'out weekends' is an exception to this.

Collection

The resources in the library will be wide ranging to reflect the academic and personal needs of students and staff. They will be modern in presentation and updated regularly. The materials will provide varying points of view on current issues and historical events.

Responsibility for selection lies with the Librarian. Involvement by way of suggestion by staff, students and parents is encouraged.

The following criteria will influence selection;

- Educational value – consistent with goals of CWC and the state.
- Positive reviews found in authoritative review sources
- Favourable recommendations based on educational professionals (teachers, school librarians, I.T. co-ordinators, educational psychologists etc.) use and examination of the material.
- Reputation of the author, producer, and publisher
- Currency of the material
- Contribution the material makes to a range of viewpoints
- Appeal – user/artistic/literary
- Quality of format
- Cultural significance
- Value commensurate with cost and/or need

Review Sources

The School Librarian (Publication of the *School Library Association*)

Inis (Publication of *Children's Books Ireland*)

Newspapers e.g. The Irish Times, The Irish Independent, The Guardian

Periodicals e.g. Books Ireland

Websites e.g. www.goodreads.com, www.amazon.co.uk

Collection Access

The library's resources are in general available to the entire community and are available on the open shelves.

Age or year level restrictions are not placed on print or audio resources. DVD resources are issued according to the Irish Censorship Boards age rating. Certain collections require request and signature. These are
The Clongownian Collection
The Past Pupil Collection

Requests should be made to the Librarian if you wish to access resources from either of these collections.

Collection Lending

- The majority of library stock is available for loan to the whole school population and will be identified through use of WHITE spine labels.
- Book stock on open shelves which cannot be removed from the library is indicated through use of YELLOW spine labels.
- Items removable by staff only are indicated by BLUE spine labels. These resources can be accessed by all in the library space with the exception of age specific DVDs.

Lending quotas

- To ensure the fair circulation of library items, users are limited to the number of items they may borrow at a given time.
- The table below outlines the lending limits for students and staff.

	Third Line	Lower Line	Higher Line	Staff
Books	2	2 weeks	2 weeks	3 weeks
Reference Material	0	0	0	0
Mags/Periodicals	0	0	0	0
DVDS	0	0	0	2 weeks
CDs	1	1 week	1 week	2 weeks

- These are negotiable during times of project work. At such times please discuss needs with the Librarian so an acceptable arrangement can be made.

Return Dates

It is the responsibility of the library user to return items on time.

The return date will be given to users when an item is borrowed.

Where a problem arises e.g. exchange trip, work experience this should be discussed with the Librarian and an alternative date agreed.

Extensions

Lending dates can be extended for items once no Reservation has been placed on the item. Extensions must be requested before the due date.

Overdue Items

- When an item has not been returned by its due date it is considered Overdue. This is considered unacceptable as in the interest of fairness to access and to ensure fluid circulation of stock the item should have been returned so that it might be of benefit to other library users.
- Once a user has an overdue item on their account they cannot borrow again until the item has been returned.
- The library does not impose a fines policy as this is too cumbersome to operate.
- However it does operate a book replacement policy for unreturned items, considered LOST as follows;
- **When an item has gone overdue the user will be reminded by email to return the item. If the user fails to do so after a period of 2 weeks has elapsed from the original return date they will be emailed with a bill attachment for the cost of replacing the item.**
- The cost of replacing the book is based on the Amazon price when available.
- When an Amazon cost is not available the replacement cost is based on a quote from a local book seller
- If the 'LOST' book has not been paid for by the students which we encourage as this encourages responsibility and ensures they can benefit from the library the item 'LOST' will be placed on the end of year school bill.
- Users are issued a receipt from the Librarian when the Lost book Bill is paid and full borrowing entitlements are restored.

Reserving Items

- Items may be reserved if they are out on loan by another user.
- Reservations must be placed by the user using the Reserve facility on the OPAC.
- The Librarian gives instruction on how this can be done.

Magazines/newspapers

- The library will subscribe to a number of periodicals and purchase select magazines locally. The periodicals/magazines will be reflective of curriculum needs and population interests.

- Magazines and periodicals will be supplied for reading within the library space.
- These will not be removable.
- They are clearly identified as library stock by the placement of a label on the cover with the following text;

**The James Joyce Library
Magazine/Periodical Collection**

- Articles may be photocopied for removal if desired. (see below Photocopying)
- Magazine acquisitions will be reviewed annually.

Facilities

OPACs

- In line with our mission to develop independent learners, the library's resources are catalogued and classified using the Dewey Classification System and available via 3 Online Public Access Catalogues (OPACs) located in the shelving area.
- The catalogue is also available through the library link on the school's website.

Internet

- The library is WiFi enabled.
- In addition there are 6 PCs for internet use.
- Internet use is guided by the school's Internet Policy

Printing

- To facilitate information and knowledge acquisition printing facilities are provided for students and staff.
- Charges are not imposed for printing.

Student Printing

- The 6 PCs are networked to the library's B&W printer.
- Should the students need to print in colour they may do so by request through the Librarian who will facilitate printing using the library's printer/photocopier.
- Instructions for printing are available from the Librarian.

Staff Printing

- Staff can print from their laptops* to the B&W printer or use the photocopier/printer which has colour printing.
- *Laptops need to be registered first with the IT Dept.

Photocopying

- A photocopier/printer is available for staff and student use.
- Charges are not imposed.
- Photocopier is password enabled and operative by staff only.
- Students are not to be given the password by staff.
- Staff are requested to do their own photocopying.
- Staff should note that the photocopier is not a high volume processor and not as speedy as the copier facility in the Bookroom.
- Students may request photocopying from the Librarian.

Photocopying will be carried out according to the Copyright Act.

CD Players

- There are two wall mounted CD players in the library.
- Staff assistance is required for their operation.

DVD Players

- DVD players may be borrowed from the Librarian's Desk for the viewing of DVDs
- In the library.
- They may not be removed from the library.
- Headphones and splitters are also available at the Librarian's desk.

Data Projector and Screen

A Data Projector and screen is stored in the Librarian's Office and available on request for use in the library.

Display

An 8 panel exhibition display stand is available for use within the library space. Please book this in advance at the Librarian's Desk for the display of projects etc.

Meeting Rooms

- 3 Meeting rooms are available in the library.
- These may be booked for use by staff and students when not in use for teaching purposes.
- Bookings for these rooms are recorded by the Librarian in a reserved diary at the main desk.

Literacy

The Library has a fundamental role to play in the development and promotion of literacy within the school. To this end the Librarian will endeavour to work in partnership with colleagues and outside agencies.

A variety of literacy strategies shall be utilised by the Librarian as highlighted below.

Library Literacy Strategies

Reader Profiles – the Librarian will gather information in relation to student reading and interests at the start of first year to help build up reader profiles and direct students to appropriate reads.

Reading For Pleasure - students will be given freedom to choose their own reading material from a wide range of fiction titles during timetabled library classes organized with co-operation of English teachers.

Reading Challenges – A series of reading challenges will be presented to First Year students to develop and widen their reading experience through exposure to numerous authors and genres. Choice will remain an important factor in this strategy. Certificate in Bronze, Silver and Gold will be awarded to those who complete the appropriate challenge.

Year Reading Lists – Reading lists for each year group will be compiled and updated yearly so as to include recent publications. The Syntax Reading List will be used extensively to develop student reading during Transition Year.

Author Visits – Visits by authors will be organized, providing opportunities to bring the books further to life through conversation with the creators. When possible these will incorporate a writing workshop.

Book Clubs - Book clubs will be established to provide a social space for students and staff to further explore books and authors.

Leabharlann Subscription - an e-book lending service will be provided to students

Reading Promotion -

Displays of books on specific themes to peak interest will be regularly organized – e.g. Banned Books, Halloween Reads

Reading Flags – Displays of book covers strung along busy school corridor.

'If you like' posters – posters using book cover images to highlight similar type books will be used to prompt students to another choice of book. If a reader likes a certain book he may also like those promoted. In so doing new authors will be discovered and reading developed further.

Display of student recommendations – peer to peer recommendations work very well so the student voice will be made evident.

Publisher Posters – Displays of posters from publishers to highlight new titles.

Email signatures promoting books been read.

Library Theme – 'Walk in someone else's shoes' – Highlights the power of books to develop empathy

Twitter – @JJLibraryCWC - Regular tweets will be posted to publicise library and literary events.

Library Blog – highlighting and reporting on library events

Whole School Reading Celebration Events

Whole school literacy events make for the development of a reading community. When such events take place participation and support should come from all levels of the school. Other events should not clash with or supercede whole school reading events

Book Character Dress-Up Day – Nov – first Wed after Mid-term. The break facilitates the students being able to organized required clothing of choice so this time of year is deemed most appropriat

Drop Everything and Read – Wed morning nearest to World Book Day will be the date for this event.

Inter-house Literary Quiz – this will be organized on an evening during World Book Week. The school's House System will be used to form teams for an Inter-House Literary Table Quiz, with each team comprised of a member from each year.

Donations

The James Joyce Library welcomes donations of stock. However, we have to be selective in what we accept as donations because the library has a particular client base with particular needs and interests. Selection is also necessary due to the work involved in processing stock, storage considerations and the cost of disposal of irrelevant stock.

Standards for Donations

The standards for donation items is set as follows;

1. Be in very good to excellent condition. This means books must have original covers with no tears or markings; no underlining; no dog-ears; and must not be musty, dirty or yellowing.
2. Have been published in the last 5 years.
3. Exceptions to 1 and 2 above may be made for some Irish published material.

Using the above standards the following can be accepted as donations:

1. Teenage Reads (12-13) Hardback & Paperback
2. Young Adult Books (14-18) hardback & Paperback

The following will not be accepted as donations

Children's Books (age 0-11)
Text Books, including Third Level
Old reference sets e.g. World Book, Encyclopedia Britannica
Collections of magazines or periodicals
CDs/Cassettes/Audio Books/Records
Music Notation Sheets

Further Conditions for Donations

- Clongowes Wood College reserves the right to accept or reject any donation. Donations must be outright and unconditional. There is no exception to this rule.
- Donations are accepted on the basis that access, location and disposal of the donations are determined by The James Joyce Library librarian.
- If donating stock, please give us your name and contact details and tell us if you would like an acknowledgement.
- Anonymous Donations will be accepted.
- Donations cannot be collected.
- Material relating to Clongowes Wood College dated 1950 or earlier should be referred to the College Archivist, by email archives@clongowes.net or phone 045- 868202 Ext 157.

Librarian's Professional Development

CWC is committed to supporting the professional development of the librarian. It is desirable that the librarian attend the conferences and seminars of bodies such as The School Library Association (SLA), The School Library Association Republic of Ireland Branch (SLARI) and Children's Book Ireland CBI. Further studies related to the role are also encouraged and supported when feasible.

Memberships

The librarian will subscribe on behalf of Clongowes to membership of supporting bodies and agencies such as:

The School Library Association
Children's Books Ireland
The Reading Association

Reporting

The Librarian will compile reports on the library twice yearly – at the end of the First Term and at end of the Second Term.

Reports will include Usage statistics, events, collaboration with partners and outside agencies.

A formal presentation will be made by the librarian to the BOM when requested.

APPENDIX 1

Some Guidelines for Rhetoric using The Library as a study facility

The use of the Library as a study space for Rhetoric during class time must happen around all of the other uses. This should be possible much of the time but you cannot assume the space is free for your use. Take direction from the Librarian as to its availability or otherwise.

There are clear and strict protocols relating to the use of the Library. These protocols ensure the library remains a consistently pleasant study/work environment for everyone;

- Respect the resources and furnishings
- Do not bring food or drinks into the Library
- Do not bring bags into the Library
- Communicate using the appropriate noise level –no more than a whisper while studying
- Dispose of litter (paper, pencil parings etc.) in the bins provided
- Library books only to be removed from the library when scanned onto your library account.

Any Rhetoric student who does not adhere to these protocols will have sanctions imposed.