



LEARNING RESOURCE CENTRE POLICY

Reviewing Member of Staff: Mrs Lisa Adams/Mrs Eve Loverock

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Committee: Academic, Pastoral & Teaching

1. Mission Statement

Prince Henry's High School's (Prince Henry's/the school) Learning Resource Centre (LRC) is a welcoming, positive, and dynamic space where students are encouraged and empowered in their reading and learning. We aim to serve students and staff at Prince Henry's with fiction and non-fiction for reading for pleasure, as well as materials for wider reading, curriculum support, skills-building, and professional and personal development. Research skills are actively promoted with support provided for independent research and the Extended Project Qualification.

Beyond reading, we aim to build community and promote student and staff well-being through activities, clubs, and events. We are an inclusive space where all library users can feel safe to read, learn, relax, and explore their interests.

2. Selection Criteria

Prince Henry's LRC Team (Literacy & LRC Coordinator, Librarian and Library Assistants) have sole responsibility for the selection of materials for inclusion in the LRC. However, recommendations and requests are actively encouraged and welcomed from teachers, school staff and students. Requested items must meet the selection criteria before acquisition.

Items are selected based on the needs of the LRC's diverse user groups, which include (but are not limited to) students from Year 9 to Year 13 and staff members. As such, a diverse range of materials is required to meet the needs of these groups. We prioritise stock that users will enjoy, but that will also challenge and extend their reading, personal and interpersonal skills, as well as provide different viewpoints in order to increase enjoyment, promote learning, and build empathy. This provides for the inclusion of books that are challenging in content or style; that reflect the diverse world we live in and challenge stereotypes; that promote inclusion and acknowledgment of groups of diversity.

In selecting materials for inclusion, the LRC team will refer to the [American Library Association's selection criteria](#)¹, judging materials based on:

- Educational significance
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Favourable reviews found in standard selection sources
- Favourable recommendations based on preview and examination of materials by professional personnel
- Reputation, authority, and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity
- Providing balance to controversial issues in a manner compliant with other selection criteria

3. Deselection Criteria

Materials are deselected (or "weeded") from the LRC on a rolling basis when they no longer meet the selection criteria and space is needed for new titles. This is often due to lack of use, irrelevance to the collection, outdated or inaccurate information, overall condition, and/or lack of appeal to user groups.

¹ "Selection Criteria", American Library Association, December 19, 2017.
<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/criteria> (Accessed January 17, 2024)
 Document ID: 1d1d3eaa-13fb-4edb-b34f-0ade0dd228e1

After deselection, materials are, in order of priority:

- Given to school staff for classroom use
- Given to students for individual use
- Given to school staff for individual use
- Donated to charity
- Recycled

4. Acquisitions and Donations

Materials are purchased in line with PHHS Finance policy, with the best price sought from multiple distributors/suppliers. If appropriate, timeliness/availability of stock may take priority over cost.

The LRC welcomes donations with thanks, but donated books will only be added to LRC stock if they meet the criteria as for new books. If deemed inappropriate for the LRC, materials will be given away or disposed of as in the process for deselected library stock.

5. Library Access Policy

5.1 Fiction and Non-Fiction

The Equality Act 2010 protects pupils and staff against discrimination because of their sex, race, disability, religion or belief, sexual orientation, gender reassignment, or pregnancy or maternity. This includes, but is not limited to, the provision of resources and services. The library collection supports the whole school community and has material that reflects the lives, experiences, beliefs and choices of the students, their families and the wider community.

Prince Henry's students vary in age, maturity level, life experience, interests, and ability, and as such, every resource in the school library will not be suitable for every student. Similarly, while the LRC team will encourage and guide students toward suitable resources, they cannot gauge suitability of every resource for every student. The Prince Henry's LRC team believes that a library collection of curated materials is one of the safest and most reliable ways to access information, and we support our students' freedom of access to information and right to read, as established by British legislation² and IFLA³, CILIP⁴ and SLA ethical frameworks⁵.

Concurrent with frameworks and legislation, while LRC team members may guide students toward what is deemed age-appropriate reading through recommendations and the use of library collections, the LRC does not limit access to written materials, nor does it require parents'/carers' permission for students to borrow written materials that may be considered mature or contentious. This includes fiction and non-fiction.

The school encourages parents and carers to engage with their children's reading. If parents/carers believe a resource that their child has brought home is unsuitable, they should ask their child to return it to the LRC. We always welcome book recommendation requests and are happy to help students find something more suitable.

² *Human Rights Act 1998: Elizabeth II. Chapter 42.* (1998). London: The Stationery Office.

³ IFLA. (2019) *IFLA statement on censorship*. Available from: https://www.ifla.org/wp-content/uploads/2019/05/assets/faife/statements/ifla_statement_on_censorship.pdf (Accessed 19 October 2021).

⁴ CILIP. (2018) *Ethical Framework*. Available from: https://cdn.ymaws.com/www.cilip.org.uk/resource/resmgr/cilip/policy/new_ethical_framework/cilip_s_ethical_framework.pdf (Accessed 19 October 2021).

⁵ SLA & CILIP (2022) Interim Joint Position Statement: Censorship and Intellectual Freedom in School Libraries

https://cdn.ymaws.com/www.cilip.org.uk/resource/resmgr/cilip/policy/intellectual_freedom/joint_statement_school_libra.pdf

5.2 Graphic Novels/Manga and Visual Media

All students are welcome to borrow unrated graphic novels or graphic novels rated T or below. 15-rated DVDs are only available to be borrowed by those aged 15 and over.

6. Complaints and Stock Reconsideration

In line with the School Complaints Policy, we request that all complaints about the LRC are directed to the LRC team in the first instance.

In the rare instance that informal conversation does not resolve the issue, a formal written stock reconsideration request should be submitted to the LRC.

During reconsideration, the item will be assessed by the reconsideration committee consisting of the Headteacher, the SLT link for the LRC, and the LRC Team. The item will be assessed against the selection criteria and the reasons given for the complaint. The item will not be removed from the Library during this assessment period.

At the end of the assessment period, one of the following actions will take place:

1. The item will remain in its current position within the Library.
2. The item will be relocated to a different collection (e.g. from YA/Teen fiction to 16+ Fiction) and/or an age guidance label will be added to the item.
3. The item will be removed from the Library.

The complainant(s) will be informed in writing of this decision and why it has been made. After an item has been considered, it will not be subject to reconsideration for another five years.

7. Privacy Policy

Concurrent with IFLA^{6,7}, CILIP⁸, and ALA⁹ ethical standards, we do not disclose student borrowing records or item requests to outside parties (including parents/carers) unless:

- There is a Safeguarding concern, in which case only relevant information will be passed to the Safeguarding team
- An item is more than three months overdue and other avenues of requisition have been exhausted
- The parent(s)/carer(s) have made a Subject Access Request as permitted by GDPR. Please note that students over the age of 12 must give their consent before their data can be disclosed.

8. Links with Other Policies

This Learning Resource Centre Policy is linked to our:

- Safeguarding Children Policy
- Complaints Policy

⁶ IFLA. (2015) *IFLA statement on privacy in the library environment*. Available at: <https://www.ifla.org/wp-content/uploads/2019/05/assets/hq/news/documents/ifla-statement-on-privacy-in-the-library-environment.pdf> (Accessed 18 October 2021).

⁷ IFLA. (2020) *Libraries and children's right to privacy: IFLA Submits Comments to OHCHR Call for Inputs*. Available at: <https://cdn.ifla.org/wp-content/uploads/files/assets/hq/ifla - submission on privacy rights of children.pdf> (Accessed 18 October 2021).

⁸ CILIP. (n.d.) *Protecting the individual's right to privacy*. Available at: <https://www.cilip.org.uk/page/ProtectingTheIndividualPrivacy> (Accessed 18 October 2021).

⁹ ALA. (2016) *Library privacy guidelines for students in K-12 schools*. Available at: <https://www.ala.org/advocacy/privacy/guidelines/students> (Accessed 18 October 2021).