



Charlton Park Academy

Library Collection Development Policy

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1. Introduction

1.1 Mission Statement

The school library's mission is to create a welcoming space where students can explore, discover, and learn. It supports the school's goal of equipping every student with essential life skills to become independent and confident learners.

To achieve this, the library:

- Provides a diverse collection of resources to support learning at all levels.
- Fosters a love of reading by offering engaging and accessible materials.
- Promotes diversity and respect by including a wide range of perspectives, ideas, and voices.

By ensuring students have access to inclusive and varied resources, the library plays a key role in their lifelong learning journey.

1.2 Consultation

This document was completed by Caroline Fielding (BSc MA MCLIP), the School Librarian, with input from Laura Parker and Mark Dale Emberton.

1.3 Legislation and Guidance

- The CILIP, CILIP SLG and SLA joint statement on censorship and intellectual freedom in school libraries: [joint_statement_school_libra.pdf \(ymaws.com\)](#)
- The CILIP Ethical Framework [Ethics hub - CILIP: the library and information association](#)
- Managing Safe and Inclusive Public Library Spaces (CILIP) [managing safe and inclusive .pdf](#)
- DfE Equality Act 2010 guidance: [Equality Act Advice Final.pdf \(publishing.service.gov.uk\)](#)

2. Procedures and Practice

2.1 Selection Criteria

The library collection is designed to support the school curriculum and reflect students' interests, including materials for academic study, recreational reading, wellbeing, and social development.

To ensure quality and inclusivity, resources must be:

- **Accurate, up-to-date, and relevant** to students' learning needs.
- **Culturally diverse**, representing a wide range of perspectives.
- **Inclusive of all protected characteristics** outlined in the Equality Act 2010, including sex, race, disability, religion or belief, sexual orientation, gender reassignment, and pregnancy or maternity.

The Librarian carefully selects resources based on professional judgment and knowledge of the school community, ensuring a diverse and accessible collection for all ages and abilities. Recommendations will be considered.

2.2 Access to the collection

Students cannot access the library collection without staff supervision. Some books are kept separately in a staff-only area and a few items are appropriate for KS4+, noted on the catalogue as 'Young Adult', and professional judgement is used if a student requests to borrow an item. The library will not knowingly hold resources that are felt to be discriminatory or inappropriate, but parents should recognise that material with challenging content or adult themes will not be censored or excluded.

2.3 Book challenges

If a parent/carer is unhappy with a book their child has brought home and they feel it is inappropriate or unsuitable for their child they are welcome to contact the librarian directly (Caroline Fielding: cfielding@charltonparkacademy.co.uk), who will carefully consider their concerns and assess the book to determine whether access should be restricted, warnings should be included on the catalogue, or the title should be removed. This will be based on professional judgement and in consideration of the Equality Act and the school's Equality and Diversity policy, and the concerned parent/carer will be informed of any outcome.

2.4 Collection maintenance

The library has limited shelf space, so any title has to earn its place. The collection is evaluated and weeded regularly (see appendix) to ensure everything is relevant, accurate, and up-to-date.

The library is happy to accept donations of good quality, relevant books however unsuitable donations will be put into the free-bookstalls or recycled.

3. Concluding Notes

3.1 Monitoring and Review

The School Librarian is responsible for monitoring this policy and reviewing it regularly.

3.2 Links to other Policies

The Library Collection Policy could be read alongside:

- Safeguarding Policy
- Equality and Diversity Policy
- Complaints Policy: if a parent/carer isn't happy with the School Librarian's response to a book challenge, please refer to this document.
- FOI Policy: information cannot be shared about which students borrow which books, but the titles of books stocked and read by the School Librarian to classes can be requested.

3.3 Appendices

Appendix 1: Library Weeding Rationale

- The school library is not an archive and books should never be held onto because of sentimental value.

- The goal of weeding is to help our students have access to the most up to date, relevant, and diverse range of material possible.
- Weeding allows you to get to know your collection and display it effectively.
- This policy is constantly evolving, as is the library, and supports the main collection development policy.

Before Weeding:

- Consider the needs of your users.
- Consider your budget / ability to replace.
- Consider your shelf space.
- Consider a book's possible future usefulness.

When to Weed:

Weeding is done every day and on a continuous basis as items are brought to our attention, in addition to a dedicated weeding program rolled out over the year, so that the whole library has been checked every year.

What to Weed:

- Obvious books that are damaged / ratty / destroyed / yellowed / graffitied.
- Look for poor writing or writing that contains harmful stereotypes.

Non-fiction:

- Outdated material (e.g. an atlas that is more than 10 years old).
- Material that contains factual inaccuracies (e.g. tech / health / computers).
- Materials that don't age quickly can be given a longer grace period (e.g. art books, traditional tales, some history books).

Fiction

- Consider fiction that hasn't been borrowed for more than 3 years, especially multiple copies.

What to do with weeded material:

Good condition weeds are placed in our "free to keep" book box in the library and used on occasional free bookstalls, e.g. at parents' evening. They may be offered to the art department to use. Anything else is recycled.

When to replace:

- Popular titles that have fallen apart through use or are missing.
- Curriculum linked (but check for more up-to-date alternatives too).

References:

- [WEEDING1 \(libguides.com\)](https://libguides.com)
- <https://glenthornelrc.blogspot.com/2022/09/updated-weeding-policy.html>
- [Library Lifeline part 2: Successfully managing book stock in your library | National Literacy Trust](#)