



Dixons Allerton Academy

Policy: Learning commons/Information Literacy

Responsibility for Review: Senior Leadership Team

Library/Information Literacy

Statement of intent:

The Academy is committed to aligning the planning and development of the Learning Commons to the needs of scholars, staff and the curriculum, and to ensuring the smooth running of the Academy's Information Resources Service.

The aims are:

- to provide a pro-active information service for the whole Academy that meets the requirements of the curriculum, the staff and the scholars and uses resources in all formats available
- to engage staff and scholars in the teaching and learning of information literacy skills across the curriculum
 - to encourage reading for pleasure at all ages and in all areas of interest
 - to promote research and revision skills and create an environment of independence

Procedures:

The Learning Commons is central to the educational programme of the Academy and thus supports all Academy Goals. Hence, the greatest possible level of access to resources in a wide range of formats is held to be of utmost importance. The Learning Commons is open, therefore, before and after Academy, as well as throughout the day. At all times a purposeful, working atmosphere is insisted upon.

As well as being used for private study, the Learning Commons is used extensively by classes for research/topic work. An on-line booking system is in operation. The importance of reading for pleasure is emphasised through book lists displays, recommended reads, an annual book fair and Readathon and our participation in the Carnegie Shadowing Scheme and other national awards. Post 16 scholars run reading groups and the Learning Commons team run a variety of enrichment and intervention programmes, including firststory.

It is essential that all scholars learn to handle all types of information and resources efficiently and in a manner appropriate to their needs and abilities. A series of core lessons covering library induction, selection skills, note taking, evaluating websites and using encyclopaedias is delivered to all Y7 classes. These lessons are integrated into research projects across all curriculum areas. Research assignments are undertaken in a variety of departments across all key stages with the aim of developing information literacy skills. Revision skills workshops are delivered to all year 10 and 11 scholars and revision resource packs provided.

The Learning Commons delivers information about using online resources and referencing to P16 scholars and regular chromebook workshops are offered. Further help with advanced research skills is given to students studying towards the Extended Project Qualification.

The Learning Commons stock selection policy aims to support the curriculum requirements of all courses offered and to provide a broad and balanced collection of materials that reflects the Academy's policies on Equal Opportunities, Individual Needs and Moral and Spiritual Development.

The selection of fiction aims to provide a range of recreational reading material that will encourage and stimulate reluctant readers and challenge dedicated readers.

Stock revision, with consideration given to age, relevance, condition and suitability of resources, is a continuous process. CILIP (Chartered Institute of Library and Information Professionals) and HMI guidelines for stock levels (13 per student 11-16, 17 per student Post-16) as well as for replacing and updating stock (10% per annum) are supported and financed as closely as possible.

The Learning Commons also manages the loans of e-learning resources such as chromebooks and ipads. It also manages FROG – our on-line learning platform.