

Millais School Learning Resource Centre: Collection Policy

Reference should be made to Millais School policy on Equality and Learning Support and Safeguarding. These policies, along with others, can be found at <https://www.millais.org.uk/about-us/school-policies>

Library resources are chosen with respect to gender and multicultural policies and with reference to the Equality Act 2010.

The Equality Act of 2010 sets out several protected characteristics that apply to all schools. These characteristics are as follows:

Gender reassignment

Race

Religion

Sex

Sexual orientation

Disability

Pregnancy and maternity

The library aims to provide equal opportunities for pupils within a broad, balanced curriculum, which does not discriminate against them because of gender, race, sexuality, religious beliefs or ethnic origin. Central to this aim being fulfilled is the requirement that all resources should be assessed with respect to their suitability to contribute to the equal opportunities policy.

We endeavour to ensure that our resources:

- reflect the interests of all students.
- value equally the experiences of all students.
- portray a world view as seen from diverse cultural perspectives and thereby communicate how it may feel to be of another gender/sexual orientation or ethnic/cultural group.
- show the achievements and attributes of different genders and diverse cultures both past and present e.g., African civilisations before colonisation and the benefits of the extended family system. The pupils themselves are often the most important multicultural resource within the library and their experiences are valued and shared. Students' lived experiences are valued and may be reflected appropriately in library resources and discussions.

- allow students from all cultural/ethnic groups/gender identities to find characters with which they can identify
- accurately reflect the multicultural population of Britain today.

In addition, modern texts will be selected to ensure that they:

- are factually accurate and use up-to-date text and illustrations which avoid caricature.
- do not stereotype individuals, genders, or groups.
- do not equate either gender or any race with being dominant or subservient.

Furthermore, library staff contribute to Millais School equal opportunities policies by:

We use all appropriate opportunities to challenge prejudice as it arises and a consistent approach to dealing with sexist or racist incidents, as agreed in Millais School policy.

We use appropriate opportunities to challenge prejudice and discriminatory behaviour as it arises, in line with school behaviour and safeguarding policies.

We recognise the contributions which have been made by diverse cultures. We adopt the view that sees diversity as a positive advantage.

We draw attention to ways in which language can be used negatively to assert a point of view based on prejudice, and challenge it.

We will continue to contact expert and trusted agencies outside of school for advice about choice of texts and resources in general, such as the Book Trust, the School Library Association, the School Library Network and the National Literacy Trust.

Professional librarians adhere to the professional body, CILIP's, [Intellectual Freedom, Freedom of Access to Information and Freedom of Expression for Librarians and Information Professionals Policy](#). We also abide by the ethical code of CILIP as well as consulting the school policies and the Designated Safeguarding Lead when dealing with censorship difficulties. In addition, we also follow the joint CILIP and School Library Association's policy on [censorship and intellectual freedom](#).

An up-to-date catalogue is kept enabling stock to be checked regularly. The library catalogue allows for easy searching for diverse and inclusive resources by students.

Book and wall displays in the library reflect the diversity of the student body - i.e. Black History Month and Pride Week. All students should feel included in the library and feel safe when borrowing any resources.

Trigger warnings are added to the books and Library Management Service (LMS) when known about, especially warnings about violence, sexual violence, self-harm, and

suicide. Students will be advised about content and access to certain materials may be restricted based on age, maturity, and safeguarding considerations.

If parents wish that their child not borrow a book with a known theme, this can be marked on their borrowing record. Books with more mature content are marked Y9+. Staff may guide students' choices and, where necessary, restrict borrowing based on age and safeguarding considerations.

The main library serves students between years 7 and 11. Books suitable for all of these ages are freely borrowable in the main library area. It is understood that classic books may be retained for their literary merit, with appropriate contextualisation where content reflects outdated views.

Any added resources are carefully reviewed by the librarian and if needed the DSL and a member of SLT. Concerns which come from parents of students currently attending Millais School will also be carefully considered.

Should a concern over the presence of a book be raised, the parent should raise it with the student's form tutor, or year group pastoral team, who will notify the librarian. The concern will then be reviewed carefully following the process below:

1. Report to tutor/ Director of Year, who then passes it onto librarian, stating the specific concern.
2. The librarian and a member of SLT will read the book, and temporarily remove the book, if it deemed appropriate.
3. The staff meet to discuss the specifics of the parent's concerns and make a decision with three possible outcomes 1) uphold the concern and remove book permanently, 2) label the book as suitable for older readers, 3) keep the book in place.
4. Inform the parent(s) of decision and why

Parents may request that their child does not borrow specific resources, and this will be recorded and reasonably enforced through the library management system. However, such requests will apply only to their own child. The school will ensure fair and non-discriminatory access to resources for all students in line with the Equality Act 2010.

At all times, the Millais School policies should be consulted alongside this policy, and in doubt, the Safeguarding Lead should be involved with any queries.

Please note that the school does not accept concerns about stock from outside of its current school community.

Reviewed Apr 26