



MARLBOROUGH COLLEGE

MEMORIAL LIBRARY

LIBRARY COLLECTION POLICY

Departmental Aims

The Library seeks to support the educational, pastoral, and co-curricular aims of Marlborough College by acting as a central hub for study, inquiry, learning, and reading for pleasure. We believe that libraries have a significant role to play in facilitating access to different perspectives and points of view; library resources provide a safe way to encounter and explore topics, challenging or otherwise, and reading widely fosters the development of curiosity, empathy, and understanding.

The Library will provide a comfortable and inspiring space conducive to these aims, as well as a broad range of resources; these include books, periodicals, audio-visual material, and online resources.

The Library aims to provide pupils with the opportunity to explore a very wide range of information and literature, and to make informed, ambitious, and inspired reading choices. The Library will provide encouragement, curation, and guidance in the form of readers' advisory services, signage, displays, reading lists, newsletters, competitions, and other promotional material, as well as providing support with research and information literacy skills.

Providing an excellent level of service and support, and meeting the needs of individual readers and learners, is at the core of everything that the Library does.

The Library's Commitment to Equality and Diversity

The Library fully supports the College's [Equal Opportunities](#), and [Spiritual, Moral, Social and Cultural \(SMSC\)](#) policies, recognising that each member of the College community has the right to be treated with dignity and respect, and ensuring that discriminatory behaviour and inequalities are challenged. With respect to our collections, we uphold these principles via:

- Ensuring that pupils have access to resources which discuss diverse identities and protected characteristics in an inclusive, respectful, and affirming manner (for example, the Library's Social Awareness Series).
- Stocking and highlighting resources produced by and for members of minority groups and those with protected characteristics.
- The Library will not knowingly accommodate materials that are reasonably felt to be of an extreme discriminatory, partisan, or otherwise inappropriate nature. However materials of merit, including of specific literary, historical or academic interest, will not be excluded simply for containing challenging content, or for discussing adult themes.
- The Library respects the rights of individuals, including the right to hold different views and beliefs; however, we will not allow these differences to be manifested in a manner that is hostile or degrading to others.

Collection Management

The development and management of the collection is guided by the following principles:

Acquisition

- The Library's Annual Development Plan will highlight subject areas which require updating.
- The Library will purchase resources for department libraries, as requested by department heads.
- Library staff welcome and encourage pupil and staff requests for resources and will prioritise the purchase of resources requested in this manner.
- Library staff will purchase resources to support curricular developments, ensuring that pupils have access to relevant and contemporary perspectives on the full range of subjects covered at the College.
- Library staff will purchase resources to support individual inquiry for non-examined assessments, the Extended Project Qualification and other research projects.
- Library staff will purchase books to support pupil's learning aspirations, in particular resources to support inquiry beyond the curriculum, and resources to support university applications and interviews.
- Library staff seek to regularly purchase new and compelling fiction and non-fiction books, to ensure pupils continue to be engaged with reading for pleasure.
- Library staff stay abreast of new releases, literary prizes, and areas of current and popular discourse, to ensure that the Library has access to a range of contemporary and insightful resources which support pupil engagement with the wider world.
- Library staff, when procuring resources, show a commitment to a diverse and inclusive collection, which seeks to cover differing, and at times, opposed perspectives, in as equitable a manner as is reasonable.

Donations

The Memorial Library is grateful to those who offer donations of resources for use by pupils of the College. Many such resources are added to collections across the College, including those in boarding houses, departments, the main library, and the rare books collection. Once a donation has been accepted, the Head Librarian reserves the right to deal with the materials as deemed appropriate. A full list of criteria for donations is set out in the [Memorial Library Donations Policy](#).

Weeding and Disposal

Library stock is regularly inventoried and reviewed for currency, condition, and quality. Surplus, outdated, and poor condition materials are removed on a continual basis, in-line with the Library's Annual Developmental Plan and when space is required for new resources. Depending on condition, weeded resources are disposed of, or made available to charities, Marlborough College Malaysia and, where appropriate, our partnership schools.

Resource Restriction, Feedback, and Raising Concerns

Pupils, staff, parents and guardians are respected members of the Marlborough College community and are encouraged to maintain an open dialogue regarding any concerns that they may have about library resources; they are welcome to contact the Head Librarian to discuss their concerns at any time.

Pupils, staff, parents and guardians should be aware of the following:

- The library collection is the remit and responsibility of the Head Librarian and the College's library team.
- Pupils are able to borrow any resource that is available in the Library, with the exception of audio-visual content, for which age ratings given by the British Board of Film Classification will be used as a restrictor.
- Library staff will take steps to highlight resources that may contain disturbing or mature content, and to contextualise resources which may contain partisan or potentially offensive views, however, library staff cannot be aware of all potentially offensive or upsetting content.
- As noted above, some potentially challenging content may have specific literary, historical or academic interest, and therefore merit a place in the Library collection. The inclusion of an item in the collection does not signify an endorsement of its content or views by the Library or Marlborough College.
- The Library will not seek to censor resources; however, some resources which have been identified as potentially disturbing or mature may be kept in storage and be available only on request. Library staff may then advise pupils regarding content and, where appropriate, inform their House Team.

Should a pupil, member of staff, parent or guardian wish to raise a concern regarding a resource, they should be aware of the following:

- The Library will not necessarily comply with requests to limit access to resources, as our primary duty is to ensure access to a wide range of information and literature as set out in our departmental aims, and in line with the [Interim Joint Position Statement: Censorship and Intellectual Freedom in School Libraries](#) (CILIP, School Libraries Group, and School Library Association, 2022).
- Concerns raised by parents or guardians will be considered in the first instance by the College's Head Librarian.
- Concerns must be submitted to the Head Librarian via the attached pro-forma, and may only be raised by current parents or guardians, College staff, pupils, or those considered to be active members of the College community.
- The Head Librarian will seek to respond as quickly as possible, but please be aware that the Library runs a very busy and active service, and frontline services will be prioritised.
- Challenges which seek to remove a resource due to its content discussing protected characteristics will be roundly rejected.
- Should a decision regarding a resource be reached, the resource will be exempt from challenges for a period of three years.
- Should concerns remain following the decision of the Head Librarian, they may then be referred to the Deputy Head Academic for further review.

Mr J Burton

Head Librarian – Nov 2022



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LIBRARY RESOURCE FEEDBACK

Pupils, staff, parents and guardians are respected members of the Marlborough College community and are encouraged to maintain an open dialogue regarding any concerns that they may have about library resources; they are welcome to contact the Head Librarian to discuss their concerns at any time.

Before submitting feedback you may wish to review the Library Collection Policy, above.

Please be aware of the following:

- Concerns must be submitted via this pro-forma, and may only be raised by current parents or guardians, College staff, pupils, or those considered to be active members of the College community.
- The Library will not necessarily comply with requests to limit access to resources, as our primary duty is to ensure access to a wide range of information and literature as set out in our departmental aims, and in line with the [Interim Joint Position Statement: Censorship and Intellectual Freedom in School Libraries](#) (CILIP, School Libraries Group, and School Library Association, 2022).
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Date	
Name	
Email Address	
Telephone Number	
Address	
Connection to Marlborough College (e.g. parent/guardian, staff, pupil)	
Title of resource	
Author/producer of resource	
What brought this resource to your attention?	
Have you examined the entire resource? If not, what sections did you review?	

What concerns you about the resource? Please include citations where relevant.

Who would be negatively impacted by this material and how?

Please submit completed form to: JEB@marlboroughcollege.org

Mr J Burton
Head Librarian – Nov 2022