

## Library Policy

### 1 Introduction

'What we learn from good books and other resources becomes part of us.'

**Library Association**

- 1.1 The school curriculum develops enjoyment of, and commitment to, learning as a means of encouraging and stimulating the best possible progress and the highest possible attainment by all pupils. The role of our school library is central to supporting our children's learning. It plays a key role in helping our children to develop their communication and information-handling skills. It also offers them a view of the world that is free from stereotypes and promotes equality of opportunity for all.
- 1.2 Our library helps our children become independent and lifelong learners through offering the opportunity for the children to take responsibility for their own learning. The resources in our library support the aims and objectives of the National Curriculum by promoting the ability in children to read fluently a range of literary and non-fiction texts, and to reflect critically on what they read.

### 2 Aims and objectives

- 2.1 The aims of our library are:
- to extend children's learning experiences;
  - to develop children's skills as independent learners;
  - to support teaching and learning in our school, and to enrich the curriculum;
  - to provide opportunities for children to access resources for themselves.

### 3 Organisation

- 3.1 Our school library is a centre of learning that we make accessible to all the children and staff at our school. The resources within it promote equality of opportunity for all our children.
- 3.2 The physical environment of the library is designed to stimulate our children. This motivates them to explore resources for their work in school and for personal study.
- 3.3 The library has collections of fiction and non-fiction resources. These include newspapers, magazines, story tapes, videos and CD-ROMs. Each classroom also has a small fiction collection. We classify all the books according to the Dewey Decimal Classification System. We use coloured labels to identify general themes within the collections.
- 3.4 The library also contains computers with CD-ROMs, Internet access and a range of multimedia resources.
- 3.5 We are in the process of upgrading our library by installing a computerised library management system. Until this is complete, our children will continue to borrow resources by filling in their own record cards that are kept in each classroom. Other adults help our younger pupils with this task.

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- 3.6** Our library is open during normal school hours. Each class has a time each week that is used to develop children's information-handling skills. The library is used for personal study when it is not allocated to an individual class.
- 3.7** The library is also open from 3.30 to 4.30 each afternoon for parents to select books with their children. A parent helper is available during these times to support parents and children.
- 3.8** The Schools Library Service is used to supplement the range of resources available to children.
- 3.9** Our children further develop their library skills through the use of the local public library.

## **4 Resources**

- 4.1** The subject leader for English is also our library co-ordinator. The library co-ordinator manages the school library and library resources across the school. The co-ordinator has one day per fortnight of non-contact time for managing this resource. We use the Schools Library Service to provide specialist advice and support where necessary.
- 4.2** A parent helps in the library when it is open at the end of each school day.
- 4.3** All teachers are involved in the purchasing of library resources. Teachers involve the children in this process. The library co-ordinator consults staff and children when formulating the library development plan. We use our library resources to positively promote the spiritual, moral, social and cultural development of our children and to reflect the needs of all our pupils.
- 4.4** The governing body allocates funding each year to support the library. The governors allocate £10 per pupil annually for developing our library resources. Our plan is to have at least 15 items per pupil in our library.
- 4.5** We replace at least 5 per cent of our stock each year. This ensures that our resources are in good condition, up to date and relevant to our children's needs.
- 4.6** The library development plan gives details of funding for the physical environment of the library. The governing body discusses the library development plan as part of the annual planning process.

## **5 Evaluation**

- 5.1** The library co-ordinator reviews the effectiveness of our library on an annual basis and presents a written report to the governing body. We use the findings of the report to inform the next library development plan.

**Signed:**

**Date:**