

# **Whitwick St. John the Baptist C.E. Primary School**

## **Library Policy**

**Agreed by Staff:**

**Agreed by Governors:**

**Signed (Chair):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Aims**

To promote a love of reading.

To support the National Curriculum.

To provide an inspiring learning environment.

To develop literacy and research skills.

## **Library Stock**

We offer the children a stimulating selection of fiction and non-fiction books. We use a web based library management system which allows us to keep track of stock. All books must be scanned to the borrower's account before leaving the library, with the exception of the oversized 'Big Books'. Books are purchased regularly after consultation with staff and pupils to maintain an up to date and appealing selection. Children are encouraged to make requests for authors or titles to be purchased. Subject leaders will review the quality of book stock relating to their subject area to ensure appropriate new books are purchased. Damaged or tatty books will be removed. Books with outdated or inappropriate content will also be removed.

Books are chosen to promote pupils' spiritual, moral, social and cultural development. They will also reflect cultural diversity and promote social inclusion in accordance with the school's equality policy.

We subscribe to Creative Learning Service and the subscription modules will be chosen by Mrs Cross in consultation with staff. Currently, loan stock and artefacts are being used as well as workshops led by CLS staff.

## **Library Access**

Children are encouraged to borrow books to read at home, and each class is expected to have a regular, timetabled weekly slot to change these books.

Children may visit the library at any time during lessons to find a book to support classroom work, as long as the class teacher ensures the child is appropriately supervised and supported. Pupils' will be expected to behave in the library in accordance with the school's behaviour policy and this will be reinforced by all staff.

There is a computerised library book issue system that all children are required to use. Older, more responsible children are encouraged to become more independent in using the system. Children are encouraged to take responsibility for books they borrow. Fines may be charged for lost or damaged books.

## **Organisation**

Non-Fiction books are organised using the Dewey Decimal System, and fiction alphabetically under the author's surname. Shelves and zones should be clearly labelled and child friendly.

## **Library and Research Skills**

Class teachers will ensure appropriate study skills are taught as part of the curriculum. Staff may take books out of the library to use in class or for their own use but must ensure their safe return.

## **Library Environment**

A stimulating environment is provided to promote the library and reading and the library is respected as a place of study and learning. Displays should be updated regularly to promote book stock and encourage reading. Furniture is child friendly, functional and of good quality. The library is also used for intervention groups, small group or individual work and the wrap around club use the space after school time. It is the responsibility of these groups to ensure the library is left tidily and no equipment, resources etc. are to be left in the library.

## **Library Responsibilities**

The school business manager will ensure the library operates effectively and arrange for purchase of books. A member of staff is allocated to manage the library (currently Mrs Cross) and undertakes this as part of the Reading Ambassador role. Children who take on Pupil Librarian responsibilities are trained and managed by this person. Pupil librarians are chosen from years 6 after recommendation from their class teachers. These children will need to be keen readers, organised and tidy and work at lunchtimes under the supervision of the school librarian. Pupil Librarians will be chosen following completion of application form and a successful interview. Pupil librarians will be rewarded with certificates awarded during celebration assemblies. New members of staff will be trained to use our library by Mrs Cross.

## **Events**

Regular events, competitions and sessions will be run to encourage excitement and access to the school library.

## **Donations**

We will accept donations of appropriate, up-to-date, good quality books in good condition. Any books which do not fit this description will be either donated to charity or disposed of.

## **External Support**

Training to be provided to librarian manager by School Library Service.