



# **LIBRARY POLICY AND GUIDANCE FOR SHAKESPEARE PRIMARY SCHOOLS**

To be reviewed: every 3 years

Adopted by Governors: 1994

Amended and Reviewed: Sept 17 (GE)

To go to: Curriculum Committee

Approved by Governors: 10/10/2017

## **SCHOOL LIBRARY POLICY**

Our school library exists to provide materials for pupils to learn independently and for staff to draw upon for their teaching. It is also a major source of reading for pleasure, for some pupils their only access to a collection of books. A well-run library is central to the learning process, and its establishment as such is the responsibility of all teaching staff.

### **AIMS AND OBJECTIVES OF THE SCHOOL LIBRARY**

1. To provide resources for the curricular and leisure needs of all pupils.
2. To support and enrich both the activities of the classroom and the leisure pursuits of pupils.
3. To engender a love of books and enthusiasm for reading.
4. To develop research and information handling skills.

### **ACCOMMODATION AND ACCESS**

The school library has two distinct sections, fiction and non-fiction. We also have a selection of recorded sound and a selection of reference books for use in school.

The Library is welcoming and attractive with adjustable shelving, display facilities and seating.

It can accommodate groups of Key Stage 2 children and Key Stage 1 classes. The Library has a computerised system for loans which uses the Junior Librarian scanner system.

### **STAFFING**

The Library is managed by Mrs Holloway. She ensures that all pupils are given the opportunity to borrow books from the library. Book changes are supervised by either Mrs. Holloway or other trained staff.

### **LEARNING RESOURCES**

The library facility was set up in 1994. In May 2003 following extensive refurbishment the library was re-opened in memory of Max Palmer who was an avid reader. The computer now operates the Junior Librarian system. We have ensured that the stock held is appropriate to current curricular needs and that any resources that are over ten years old are still relevant. The library stock will be reviewed annually.

Each year a sum of money is set aside in the Library budget to add to the library stock. We also receive donations and books in lieu of commission from the school book fairs.

The stock selection policy is that new books will be chosen to provide a wide range of attractive fiction suitable for all ages and abilities, non-fiction books are to support the school's topic schemes and books are also chosen on the basis of interest suggested by the children themselves.

### **ORGANISATION**

The library computer allows children to easily find information on a specific subject and select fiction and non-fiction appropriate to their abilities and needs.

Fiction books are stored in alphabetical order by author surname. A simplified Dewey Decimal System is in place with a subject index available as a guide to subject numbers for the non-fiction section. The books are also colour coded into broad key areas. Children having a permission slip signed by their parents can take their books home to read at leisure.

### **PROMOTION OF LIBRARY**

New books will be displayed attractively on top of the library shelves.

Reading and the use of the school library should be promoted. Children need to be actively helped to value stories and the pleasures of reading through book ownership and library borrowing. In addition special events like Annual World Book Day will encourage children of different ages to get together and enjoy sharing the written word. When children in Key Stage 2 are confident they may be allowed to use the library independently.

All classes are timetabled to exchange books once a week

## **INFORMATION SKILLS**

Information Skills are the study and library skills which will enable children to seek out and research information for themselves. Children need to develop these skills from an early age to deal adequately with schoolwork. It is important for a whole school policy and programme on teaching to reinforce these skills throughout the primary school and over the whole curriculum.

All key stage 2 *pupils* should be taught the necessary skills by their teachers that will enable them to use a library facility whether it is in school or a local library.

1. Use the fiction library correctly, to put away books in alphabetical order and retrieve books by looking up the Author's name.
2. Use the Dewey Decimal System to seek information independently.
3. Learn about the parts of a book and how to treat them with respect.
4. Learn research and information retrieval skills by encyclopedia, reference, non-fiction, CD-Rom and Internet use.

It is our aim to encourage children to be independent learners, laying down a firm base of study skills which they can build upon as they move on to Secondary School.

## **MONITORING AND EVALUATION**

"With the advent of LMS it is essential to keep the nature, extent and quality of library provision under careful review. It is important especially in the context of the National Curriculum, that there should be reliable information about children's use of that provision."

(Library provision and use in 42 primary schools 1989-1990 - a report by HMI).

Each year the Librarian and the English Co-ordinator should consider the following points.

1. Are all staff and governors aware of and committed to the school's library policy?
2. Are policy statements on accommodation, stock and finance being implemented?
3. How well is the library used? Are children borrowing books enthusiastically and returning them regularly?
4. Are children confident in using the library? Are they actively seeking out information independently?
5. Is the library regularly promoted to children and staff?
6. Does the member of staff with responsibility for the library have adequate time to fulfil the role?
7. Are the resources of the Schools' Library Service being fully exploited?

S.B. 1994 – agreed by staff

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CT & JC March 2006

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WM & MH Revised Jan 09 Reviewed 2010 Jan

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